



eBeam® Installation and User Guide

for Windows® 2000, XP, 2003, Vista
eBeam Interact 2.1

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About...

eBeam Interact Software

Version 2.1

eBeam Interact software makes it easy to develop, organize and communicate the content of your interactive meetings.

- Simple Interactive Tool palettes that allow you to easily navigate the software.
- Control your PowerPoint presentations like never before. Run the entire slide show from the projection area. Annotate your slides and even save the annotations back into the original PowerPoint file.
- Share your Scrapbook Pages over the Internet/intranet with anyone, anywhere. Changes to the Page are shared in real-time. Allow remote participants to log in and annotate the presentation in real time.
- Import PowerPoint, Excel, Word, and image files as a background and then annotate over the background. Great for preparing presentations.
- Export documents into Scrapbook from any application with a print function. Great for PDFs!
- Archive complete presentations and discussions.
- Digitally record whiteboard notes on a Page by annotating freehand with the Pen Tool or adding text using the Text Tool.
- Import screen shots or image files using the Snapshot tool or drag-and-drop placement. Use the integrated Scrapbook Gallery to store your image libraries in a central, easy to find location.
- Work with annotations, text boxes, image files, or Flash® files as Scrapbook elements. Move, rotate, resize, group, and copy/paste any element.
- Import images from a variety of sources directly into the Scrapbook Integrated Gallery.
- Use the object editing tools to modify Scrapbook elements.
- Playback, edit, and annotate Scrapbook Pages and then attach them to e-mail messages, faxes, or simply print.
- Use the Cover Sheet - used to hide sections of a presentation, such as during question and answer sequences or during a lecture.
- Use Layers to control the content of a Page. Show and hide layers to control which elements are visible and when.
- Use Recorder to create a movie of your Interact session complete with audio. Save movie files in .avi, .wmv, or .swf (Flash) format.
- Automatically save your meeting file to ensure that you never accidentally lose an important set of notes or a presentation.
- Use the integrated voting tools to work with voting response data gathered during meetings or classes.

What's New

New Features with this release:

- New Scrapbook Gallery features include:
 - Favorites: By leveraging the Favorites Folder, you can quickly access images and photographs that you need to use most often.
 - Templates: If you have created a page that you want to use repeatedly, you can store it in the Templates Folder. Starting a new project using templates can save you time.
 - Flickr(™): We have integrated key features from Yahoo's photo sharing site Flickr into the Gallery so that you can easily search for photos and integrate them into your Scrapbook Pages.
- Use Recorder to create a movie of your Interact session complete with audio. Save movie files in .avi, .wmv, or .swf (Flash) format.
- Export documents into Scrapbook from any application with a print function. Great for PDFs!

Setup

Minimum System Requirements

- Windows-compatible computer with Pentium IV or equivalent with 512MB RAM
- Windows Vista, XP, 2003, or 2000
- 30 MB available hard drive space
- 65K color SVGA or comparable high performance video card
- CD-ROM drive or Internet connection (for software installation)
- Internet connection (for participating in shared meetings)
- One available USB port or Bluetooth connection
- Digital projector or display device attached to computer

Setup Checklist

The complete system setup is described on the installation CD.

Important: Keep or record all CD Keys and serial numbers for registration, update, and support purposes.

To set up your system:

1. **Set up your interactive hardware.** See Hardware Setup.

Note: If you are using hardware not provided by eBeam, see your OEM hardware setup manual for instructions.

2. **Set up your projector.**

Refer to the projector's set up instructions.

3. **Install interactive software.**

Use the installation CD to install the software. If your system ships with a CD-Key, keep or record the CD-Key posted on the installation CD for registration, update, and support purposes.

4. **Connect the software to the receiver.** See Connecting the Software to the Receiver.

5. **Calibrate.** See Calibration.

Hardware Setup



The following describes a typical setup for the eBeam Projection USB or Bluetooth Wireless System 3 receivers (as shown to the left) and related hardware. More detailed setup information can be found on the eBeam website at the following URL: <http://www.e-beam.com/support/tutorials/>.

If you plan to use a projector, see your projector's instruction manual for setup information.

Note: If you are not using hardware provided by eBeam, see your OEM hardware setup manual for instructions.

Interactive Stylus Set Up



The Interactive Stylus takes one AA battery. To insert a battery, unscrew the bottom of the Interactive Stylus and put the battery in with the plus (+) side down. Screw the bottom back in completely.

Attaching the System 3 Receiver Mounting Brackets

The package contains the following receiver mounting options.

- suction cups
- command adhesive
- magnetic mounting brackets

The System 3 receiver is pre-attached to the suction cup mounting bracket. To detach any of the mounting brackets from the System 3 receiver, position thumbs at bottom corners of the bracket and push up; the bracket should easily snap off.

To secure brackets to the receiver, position the desired bracket over the back of the receiver and snap it into place. To permanently fasten the receiver, use the clear mounting bracket -- the one without suction cups. Fasten the receiver to the mounting surface through the holes in the clear mounting bracket.

Note: For best performance, always secure your System 3 receiver to either the left or right top corners of the mounting surface (e.g., whiteboard).

See the Bracket Mounting Guide for more detailed instructions on mounting.

Cable Setup

- **USB Only:** Connect the USB cable to the System 3 receiver by inserting mini-b connector (smaller connector) into the connector slot on the System 3 receiver. Connect the USB A connector to your computer.
- **Bluetooth Wireless:** The Bluetooth receiver can communicate wirelessly to other devices, but it must be connected either to the PC or to its own power block with a USB cable. Insert the mini-b connector (smaller connector) into the connector slot on the System 3 receiver, then Connect the USB A connector either to your computer or to the System 3 power block.

Important: The receiver must be connected via USB to a PC in order to be configured with the Wireless Configuration Utility.

Bluetooth Wireless Configuration

Your Bluetooth COM Port and interactive software COM port settings must be identical. You must specify the same communications settings for the Bluetooth wireless receiver in both the computer's Bluetooth software and in the interactive software.

Set up a Bluetooth Wireless connection to the receiver

1. Create a connection between the Bluetooth software and the Bluetooth Wireless Receiver.

Use your computer's Bluetooth configuration manager software to enable PC-to-wireless receiver communications. The configuration manager assigns a Communication Port (COM Port) for wireless communication to the receiver. You will need this information to configure your software.

Note: In the case where Windows assigns both an incoming and outgoing COM port for bluetooth communication, please assign the **outgoing** port as your COM port in the System Preferences dialog.

2. Launch the interactive software.

Your interactive software will automatically scan your PC COM ports for the Bluetooth Wireless Receiver. During the scan a notification message will pop up on the Windows Taskbar Menu that displays the COM port scan progress.

3. If the interactive software is unable to detect the Bluetooth Wireless Receiver:

- a) Open the System Preferences dialog.
- b) Select **Connect to** and specify the COM port that your PC Bluetooth software has assigned to your receiver.
- c) Select **OK**.

Configuring Bluetooth Wireless

The **Wireless Connection Settings** utility is used to make changes to the Bluetooth Wireless receiver. The receiver must be connected to the PC with a USB cable in order to use this utility.



The following topics are discussed below:

- Bluetooth Receiver Hardware Setup – Requires a USB connection between the receiver and the PC.
- Wireless Connection Settings
- Changing the Friendly Name
- Security Options (Discovery, Authentication, Encryption)

Note: If you are not using hardware provided by eBeam, see your OEM hardware setup manual for instructions.

Bluetooth Receiver Hardware Setup

To use the **Wireless Connection Settings Utility** with the Bluetooth Wireless receiver:

1. Attach the USB cable to the Bluetooth Wireless receiver (smaller mini-b connector) and the Windows computer (larger USB-A connector).
2. Check the Bluetooth Wireless receiver and verify that the green LED around the logo is glowing. This indicates that the receiver is powered.
3. Launch the interactive software and open the System Preferences dialog.
4. Select the **Bluetooth Configuration** button.

The utility will automatically attempt to detect the Bluetooth Wireless receiver.

If the **Wireless Connection Settings Utility** is unable to detect the Bluetooth Wireless receiver, do the following:

- O Verify that you are using an eBeam Bluetooth Wireless receiver. The Wireless Connection Settings utility will not detect the eBeam System 3 Serial or USB Only receivers.
 - O Verify that the Bluetooth Wireless receiver is connected directly to the computer via a USB cable connection. The Wireless Connection Settings utility cannot detect the receiver over a Bluetooth connection.
 - O If you have attached the Bluetooth Wireless receiver to a USB hub, plug the USB cable directly into the PC and then restart the Wireless Connection Settings Utility.
 - O If you have more than one eBeam system attached to the PC, disconnect all other receivers and then restart the Wireless Connection Settings Utility.
5. When the **Wireless Connection Settings Utility** has detected the receiver, the configuration screen appears. See Wireless Connection Settings for settings information.

Wireless Connection Settings

The **Wireless Connection Settings Utility** screen contains the following options:

Friendly Name	The Friendly Name is the name for the Bluetooth receiver that is listed on the PC when you search for Bluetooth enabled devices. For information about changing the Friendly Name, see Changing the Friendly Name.
Security	The Security options allow you to determine who is allowed to use the Bluetooth receiver. The security options you can set include: • Allow the eBeam receiver to be discovered by Bluetooth enabled devices • Require Authentication (and set Passkey/PIN) • Use Encryption
Help	Opens the Help system for the Wireless Connection Settings utility.
Apply New Settings	Applies changes selected during this session and closes the Wireless Connection Settings utility.
Cancel	Closes the Wireless Connection Settings utility without accepting any of the changes made.

Changing the Friendly Name

The **Friendly Name** is the name for the Bluetooth Wireless receiver that is listed on PC, Mac, or hand-held devices that search for nearby Bluetooth-enabled devices. The Bluetooth Wireless receiver is shipped with a default generic Friendly Name.

To change the Friendly Name:

1. Select the **Change** button.

The **Change Friendly Name** dialog box opens and displays the current Friendly Name for the receiver.

2. Type a new Friendly Name into the New Name text box
3. Select **OK** to accept the new name, or **Cancel** to quit.
4. Select the **Apply New Settings** button to accept these settings.

Security Options

The **Security Options** allow you to determine who is allowed to use the Bluetooth Wireless receiver. The security options you can set are:

- Discovery
- Authentication
- Encryption

Allow eBeam to be Discovered by Bluetooth-enabled Devices

The **Allow eBeam to be discovered...** option lets you set whether your Bluetooth Wireless receiver can be automatically detected by Bluetooth enabled devices.

If you set the Bluetooth Wireless receiver to not discoverable, other Bluetooth enabled devices will not be able to detect it without knowing its Friendly Name.

If you set the Bluetooth Wireless receiver to discoverable, Bluetooth-enabled devices can detect the Friendly Name of the receiver when they search for other Bluetooth-enabled devices.

1. Do one of the following to set the receiver discovery option:
 - To allow discovery: Check the **Allow eBeam to be discovered...** checkbox.
 - To disallow discovery: Uncheck the **Allow eBeam to be discovered...** checkbox.
2. Select the **Apply New Settings** button to accept these settings.

Require Authentication (and set Passkey / PIN)

The Require Authentication option allows you to do the following:

- Limit access to the Bluetooth Wireless receiver to only those people who have the PIN number for the receiver.
- Select or deselect encryption for wireless transmissions

To enable authentication:

1. Check the **Require Authentication** checkbox.
2. Select the **Change** button.

The **Change PIN** dialog box opens.
3. Type a Passkey / PIN into the **Enter New PIN** text box.
(The default passkey is 1234. Be sure to change it.)
4. Select OK to accept the new Passkey/PIN, or Cancel to quit.
5. Select the **Apply New Settings** button to accept these settings.

To disable authentication:

1. Uncheck the **Require Authentication** checkbox.
2. Select the **Apply New Settings** button to accept these settings.

Use Encryption

Encryption ensures that wireless transmissions are secure from unauthorized access. Encryption is available only when **Require Authentication** has been checked.

To turn on encryption:

1. Check the **Use Encryption** checkbox.
2. Select the **Apply New Settings** button to accept these settings.

To turn off encryption:

1. Uncheck the **Use Encryption** checkbox.
2. Select the **Apply New Settings** button to accept these settings.

Software Setup

The interactive software can be installed from the installation CD that came in the box. A CD-Key may be posted on the installation CD. Keep or record the CD-Key for access to registration, updates, and support.

Connecting the Software to the Receiver

Each time you launch the interactive software, the software will attempt to connect to your interactive receiver hardware.

Connect

Be sure you have performed the Hardware Setup for your receiver before attempting the software-to-receiver connection.

1. Launch your interactive software.
2. If the **Detect Interactive Receiver** dialog appears, your device may require additional setup. See Hardware Not Detected.
3. The first time you launch, you will be prompted to calibrate.

Receivers:

- **USB Only:** This type of receiver should be detected immediately. If the receiver is not detected, see Hardware Not Detected.
- **Bluetooth Wireless:** Bluetooth Wireless receivers should be detected automatically, but may require an extra step to allow the software to connect properly. See Bluetooth Wireless Configuration.
- **Serial Systems:** You can use an older serial-port-connected eBeam receiver with the software. If your receiver is connected to a serial port and configured for COM1 or COM2, the receiver should be detected immediately. Receivers connected to a serial port configured as COM3 or COM4 may require an extra step to allow the software to detect the receiver. If the receiver is not detected, follow the software setup procedure described in Bluetooth Wireless Configuration.

Hardware Not Detected

Each time you launch the interactive software, the software will attempt to connect to your interactive receiver.

When the software does not detect an interactive receiver, it opens the **Detect Interactive Receiver** dialog window. This window displays a list of ports, and shows which ports are available.

The **Detect Interactive Receiver** dialog box includes the following controls:

Port Status list	List of all ports on your computer and whether they are currently available.
Help	Opens the Help system to this topic.
Setup	Opens the System Preferences dialog.
Cancel	Cancels the detection process, but allows you to keep working in the software.
Retry	Attempts to detect the hardware again using either your settings in System Preferences, or your selection from the port list.

If your receiver is not detected, the first thing to do is to make sure that the Hardware Setup is complete and that you know what COM port your receiver is using. See Hardware Setup or Bluetooth Wireless Configuration sections for setup information.

Check the communications port selected in the list of ports. You may need to change the port selection in the list to match the communications port for your receiver.

To detect the receiver on a different port:

1. Select the **Setup** button.
2. Under **Connect to** select a different COM port or Autodetect.
3. Select **OK**.
4. Select the **Retry** button.

If no ports are listed, or if the software is still unable to detect the receiver:

- Make sure the hardware is set up properly, powered up, and connected to your computer. Refer to the setup instructions included in the product box and in Hardware Setup, or Bluetooth Wireless Configuration.
- Check that the selected port is the correct port. Is the correct communication port selected?
- If **Autodetect** is selected, change the setting to connect using **Connect To** and attempt the connection again.
- Is there a PDA (Palm or PocketPC device) attached to your computer? If so, shut down all programs (such as synchronization programs) currently running which might be holding open a communication port for that PDA.

- Some third party software packages interfere with the USB port(s) and make it difficult for the software to create a connection. See Interactive Hardware Detection.
- If you have attached a receiver to a USB hub, plug the USB cable directly into the PC instead and then **Retry**.

Note: Many advanced features of the software are available only when an interactive receiver or security key is detected by the software. See Interactive Tools Not Found for more information.

Calibration

What is Calibration?

The software requires a set of reference points within the capture area so that the software can correctly map to your desktop to capture your markups and projections. The calibration process allows you to indicate 9 specific points within the projection area that correspond to points on your computer desktop.

Whenever you move the projector or the receiver you will need to recalibrate.

Calibrating Your Software

Each time you start up the software, you will be prompted to calibrate. Always perform the calibration step unless you are certain the projector and the interactive receiver have not been moved since the last use. If you are unsure, perform the calibration.

To calibrate:

1. Set up the hardware as described by the setup instructions included in the box.
2. Connect the interactive software to the hardware.
3. If the software has not been calibrated before, the calibration screen will automatically open.
To manually start the calibration:

- When prompted to calibrate, select Yes, or
- Select the **Calibrate** button from the **Desktop Tool** palette, or
- Select **Calibrate Interactive Area...** from the Windows taskbar menu.

4. Multiple monitors

If your Windows PC detects multiple monitors, you will see the message **Click here to calibrate this screen (press ESC to cancel calibration)**.

Tap your Interactive Stylus on the projection area.

5. Calibrate

Calibrate by tapping the Interactive Stylus on the targets on the projection area as directed by the software.

System Preferences - Windows Control Panel

The **System Preferences** dialog in the **Windows Control Panel** allows you to set hardware specific preferences.

If your receiver is not detected, see Hardware Not Detected. If you are using hardware not provided by eBeam, see your OEM hardware setup manual for instructions.

There are two tabs that can be accessed in **System Preferences**.

- The System Preferences tab.
- The Projection tab.

System Preferences Tab

Communication Port	• Autodetect: If Autodetect is selected, the software will automatically attempt to connect to interactive hardware on USB and COM communication ports. • Connect To: The Connect To option allows you to manually specify which communication port to connect to the hardware on. • Detect Device: Attempts to detect the interactive hardware. • Close Connection: Software disconnects from the hardware. Frees the port. • Bluetooth Settings: Opens the Bluetooth Wireless System Configuration Settings dialog. See Hardware Setup and Bluetooth Wireless Configuration for more information. The receiver must be connected to the PC with a USB cable in order to be configured. • Connect To LAN: If your OEM interactive Receiver provides an option for connection to a Local Area Network, see your OEM hardware or software manual for instructions.
Advanced	• Open appropriate application when stylus or marker pen is used. If this is checked: ☐ When a Marker Pen is used, the whiteboard software opens (if installed). ☐ When an Interactive Stylus is used, the projection software opens. • Display Low Battery message: If this is checked, a low battery warning will appear when the pen or eraser battery is low. • Display system connecting status: If this is checked, a status dialog box will appear while the software attempts to connect to the hardware. • Hardware Diagnostics: Displays information used by technical support to diagnose environmental problems. The receiver must be connected to the PC either wirelessly or with a USB cable and must be detected by the software. • System Information: Opens the Windows System Information dialog box.

Projection Tab

Calibration	• The Calibration section allows you to launch the projection calibration process by selecting the Calibrate Projection Area button.
Stylus Buttons	• The Stylus Buttons section allows you to configure each of the two buttons on the Interactive Stylus. For each button, it is possible to set the button to be:

	☐ Off - Button causes no action ☐ Left Click - Left mouse click ☐ Middle Click - Middle mouse click ☐ Right Click - Right mouse click ☐ Move Cursor - Causes the mouse cursor to hover ☐ Show/Hide Tool Palette - Open close the Interactive Tool Palette Select button options from the pull down lists.
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Getting Started

Navigating with the Interactive Tools

You navigate the interactive software using the **Interactive Tool palettes**. As shown below, the Desktop Tool palette provides access to the Desktop Annotation, Scrapbook, and PowerPoint Tools palettes.

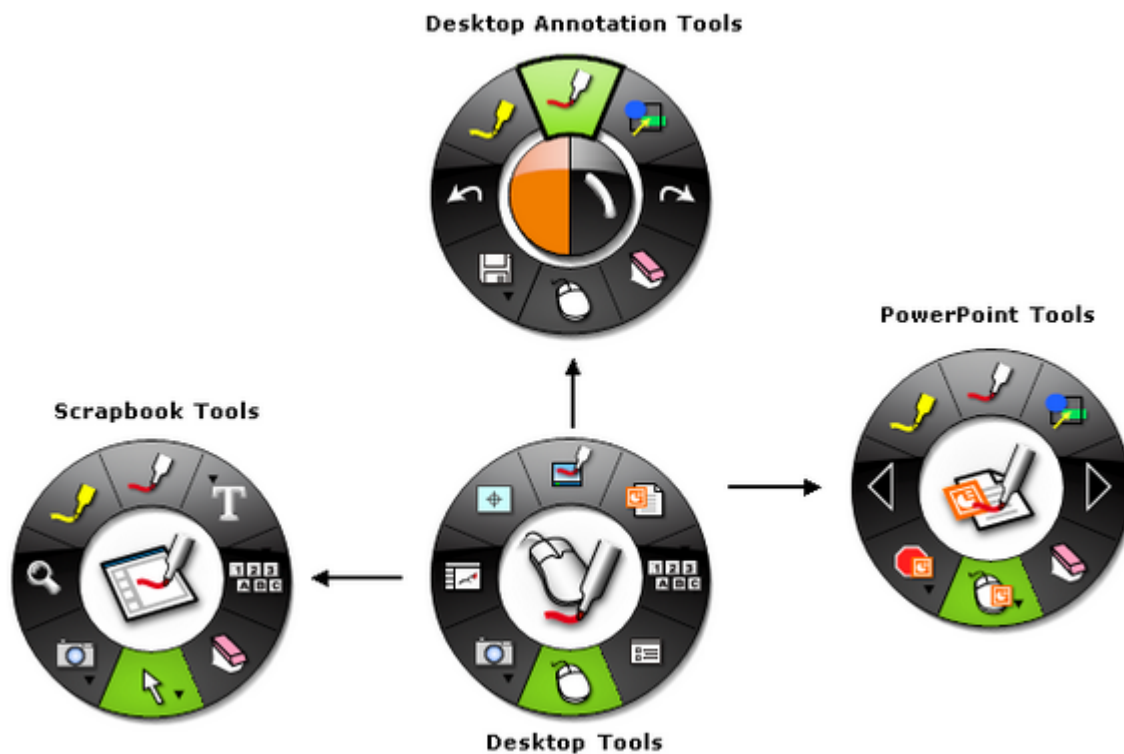
For a description of how to find features on the Interactive Tool palettes, see:

- Interactive Tools Menu
- Interactive Tools Sub-Menus

For a description of advanced navigation techniques, see Gesture Based Navigation.

Note: Many advanced features of the software are available only when an interactive receiver or security key is detected by the software. See Interactive Tools Not Found for more information.

Interactive Tools Menu



The **Desktop Tools** palette gives you access to all of the major software features and options. Selecting the Pen Tool (top) brings up the Desktop Annotation Tools palette. Selecting the

Scrapbook icon (left) brings up the Scrapbook palette, and selecting the PowerPoint icon (right) brings up the PowerPoint palette.

The **Desktop Annotation Tools** palette gives you all of the tools you need when you are annotating your desktop.

The **Scrapbook Tools** palette gives you the annotation and navigation tools necessary for working in Scrapbook. This palette is available only when Scrapbook is the active window. Any time you select an area of the screen that is not part of Scrapbook the Scrapbook Tools palette will change to the Desktop Tools palette. To restore the Scrapbook Tools palette, select an area on Scrapbook.

The **PowerPoint Tools** palette gives you the tools necessary to annotate and navigate a PowerPoint slide show. You can click the PowerPoint icon on the Desktop Tools palette to bring up the PowerPoint Tools palette. The PowerPoint Tools palette also appears if you have the interactive software running when you start a PowerPoint slide show.

Interactive Tools Sub-Menus

The **Interactive Tool Sub-Menus** allow for greater than eight tools on a single palette. Buttons that contain a sub-menu have a small black arrow indicator.

To select a tool from a sub-menu:

1. Open a sub-menu by clicking and holding on a palette tool button that contains a small black arrow.
2. Move the mouse cursor to the selected tool and release.
3. The tool that you selected will become the active tool on the **Interactive Tool** palette.



Interactive Tool Preferences

Each of the **Interactive Tools** palettes can be shown, hidden, moved, resized, and the transparency changed based on your preferences.

To show or hide an **Interactive Tools** palette:

- Press the Interactive Tools button on the **Interactive Stylus**.
- Select the Interactive Tools menu item from the **Windows taskbar menu**.

To move an **Interactive Tools** palette:

- Drag the Interactive Tools palette to a new location by placing the tip of the Interactive Stylus in the center of the Interactive Tool palette and dragging to the new location.
- The Interactive Tools palettes will appear in the location where you show or hide the Interactive Tools palette using the Interactive Stylus.

See the General tab in Options for a description of how to resize and modify the transparency of an **Interactive Tools** palette.

The Interactive Stylus

The **Interactive Stylus** was created specifically for use with an eBeam-enabled projection system. The Interactive Stylus behaves exactly like a mouse attached to your computer.



In this document, we refer to a tap on the board as opposed to a mouse click to indicate that you are using the Interactive Stylus to perform an action.

See Gesture Based Navigation for a description of advanced software navigation using the Interactive Stylus.

The following table shows the different components of the Interactive Stylus and what those components do.

Button A - Menu Button		Button A, the Menu Button is the equivalent of the right-click button on your mouse.
Button B - Interactive Tools Button		Button B, the Interactive Tools Button shows and hides the Interactive Tools palette. This button is also used for Gesture Based Navigation.

Pen Tip		The Pen Tip performs the same action as the left-click button on your mouse.
Battery Cap		The battery cap unscrews counter-clockwise to allow you to insert or replace the AA battery.

Gesture Based Navigation

Gesture Based Navigation (gesturing) is an advanced navigation style that allows you to navigate the various Interactive Tools palettes using click-sweep motions of the Interactive Stylus.

Gesturing is a quick way to select tools such as pen or zoom, and to also select properties of those tools such as line thickness or color. Gesturing allows you to select between tools and tool properties without needing to have the Interactive Tools palettes visible on the screen.

See the following topics for more information.

- Activate Gesture Based Navigation
- How Gesturing Works
- Mapping a Gesture to a Tool
- Mapping a Gesture to a Property

Activate Gesture Based Navigation

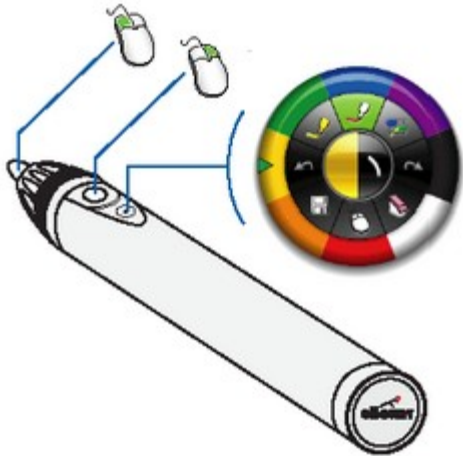
To activate gesture based navigation, select the Options button from the Desktop Tools. The Interactive Options dialog box opens.

From the General tab, under Features, check the **Gesture Based Navigation** checkbox, then click **OK**.

How Gesturing Works

Gesture Based Navigation relies on the Interactive Stylus used with the Interactive Tool palettes.

Using the Interactive Stylus



The diagram on the left demonstrates what each of the buttons on the Interactive Stylus are used for.

The bottom button (button furthest from the tip) is the Interactive Tools button that is used to show and hide the Interactive Tools palette.

The Interactive Tools button is also used in gesturing.

How to Gesture

All gesture selections are performed using the Interactive Tools button on the Interactive Stylus without touching the stylus to the projection surface. To gesture, hold the Interactive Stylus so that you can comfortably press the Interactive Tools button with your finger.

Gestures can be performed anywhere on the screen area, regardless of the visibility or location of the Interactive Tools palette.

A gesture begins when you press and hold the Interactive Tools button and ends when the button is released. The invisible path of motion that is drawn between pressing and releasing the Interactive Tools button determines the gesture selection.

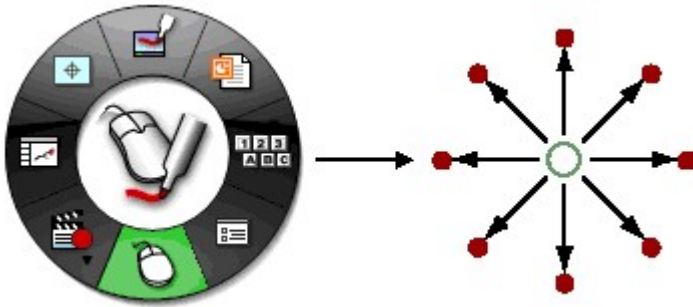
The following sections use gesture maps to show how to select various tools and properties. Refer to the key (below) for definitions of the symbols in the maps.

Gesture Map Key

-  Press and hold the Interactive Tools button
-  Moving with Interactive Tools button depressed
-  Release Interactive Tools button

Mapping a Gesture to a Tool

Each Interactive Tools palette contains 8 tools on the first ring. The diagram below shows how each tool can be selected by gesturing in a single direction.



One of eight tools can be selected at a time by gesturing a straight line from any point on the screen to the direction of the desired tool.

For example, to launch the On-Screen Keyboard from the Desktop Tools palette (shown above), simply gesture to the right as shown in the following gesture map.



Mapping a Gesture to a Tool Property

A tool property is some defining characteristic of a tool. In the case of the Pen Tool, the tool properties are pen color and line thickness.

Each tool might also have a property ring that can have from 4 to 8 different selections. For example, the Zoom Tool has a single property ring with 8 zoom selections, while the Highlighter Tool has two property rings: a color ring with a selection of 8 colors and a line thickness ring with a selection of 4 line widths. For information on how to select a single property from a property ring, see [Select a Property](#).

It is only possible to use one property ring at a time. If you have just gestured to select a color but now want to select line thickness, you must change the property ring. See the following topics for information on how to change between the different property rings.

- Switch to the Color Property Ring
- Switch to the Line Thickness Property Ring
- Switch to the Shapes Property Ring

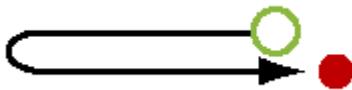
Select a Tool Property

A property ring for a tool from an Interactive Tools palette may have 4 or 8 selections per ring.

For example, as shown in the illustration below, the eraser tool has 1 property ring with 4 property choices (eraser widths of 3, 12, 20, and 30 pixels).



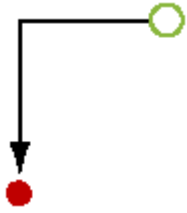
In the case of the eraser, an eraser size can be selected by gesturing a straight line from any given point on the screen to the direction of the desired eraser size and then back again to the starting point, all in one motion. To select the 3 pixel eraser size, gesture a straight line from any given point on the screen to the left and then back again to the starting point. See gesture map below.



Switch To The Color Property Ring

The Pen, Highlighter, and Shapes Tools have a color property.

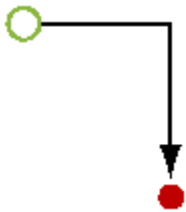
To switch to the color property, begin a gesture from any given point on the screen and draw a straight line to the left, and then down - forming an approximate 90 degree corner. See gesture map below.



Switch to the Line Thickness Property Ring

The Pen, Highlighter, and Shapes Tools have a line thickness property.

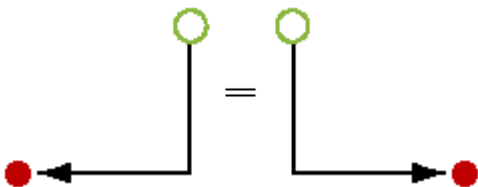
To switch to the thickness property, begin a gesture from any given point on the screen and draw a straight line to the right, and then down - forming an approximate 90 degree corner. See gesture map below.



Switch to the Shapes Property Ring

The Shapes Tool is the only tool that has a shapes property.

To switch to the shapes property, begin a gesture from any given point on the screen and draw a straight line down, and then left OR right - forming an approximate 90 degree corner. See gesture map below.



Windows Taskbar Menu

The following menu items are offered from the Windows system tray menu:

Menu Item	Description
Interactive Tools	Shows/hides the Desktop Tools.
Scrapbook	Opens Scrapbook.
Spotlight	Opens Spotlight.
Calibrate Interactive Area...	Initiates the calibration. The interactive hardware must be detected by the software before calibration can begin.
Detect System	Attempts to detect the interactive hardware. See Connecting the Software to the Receiver.
Options...	Opens the Options dialog box. See Options.
About...	Displays the About dialog box for the software. To close, tap anywhere in the About dialog box.
Help	Opens a sub-menu that allows you to access help and also provides links to various registration and support pages that are provided by the hardware manufacturer of your interactive system.
Exit	Completely closes the software. If you have Scrapbook open, you will be prompted to first save the Scrapbook file.

Desktop Tools

Summary of Desktop Tools

The **Desktop Tools** palette is the main tool palette for the software. All other tool palettes and software features can be accessed from Desktop Tools.

See Interactive Tools Preferences for information on moving, showing, hiding, and changing the appearance of the Interactive Tools.

Note: Many advanced features of the software are available only when an interactive receiver or security key is detected by the software. See Interactive Tools Not Found for more information.

Desktop Tools

To learn more about a tool, select the tool below:



Pen - Annotation



Selecting the **Pen** tool allows you to annotate your desktop and causes the **Desktop Tools** palette to change to the **Desktop Annotation Tools** palette.

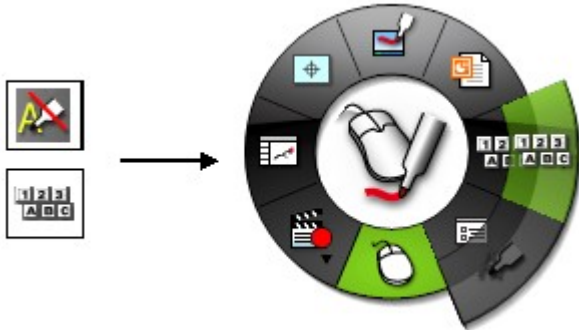
Start PowerPoint Presentation



Selecting **Start PowerPoint Presentation** opens the Windows File > Open dialog so you can browse your files and select a PowerPoint presentation to open. See Starting/Ending a PowerPoint Slideshow for more information.

On-Screen Keyboard and Handwriting Recognition Tools - Desktop Tools

The **On-Screen Keyboard Tool** and **Handwriting Recognition Toggle Tool** are grouped into a single sub-menu on the **Desktop Tools** palette.



See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
On-Screen Keyboard Tool		Selecting On-Screen Keyboard opens the Windows On-Screen Keyboard that you can use to enter text by tapping keys with the Interactive Stylus. You can change the font and font size on the keyboard by selecting Settings > Font. You can close the On-Screen Keyboard by selecting the On-Screen Keyboard button again or selecting the close (X) button on the On-Screen Keyboard. See Text Tool for information about using the On-Screen Keyboard to create text and for changing text attributes.
Handwriting Recognition Toggle Tool		Toggles the ritePen® Handwriting Recognition package on and off. ritePen version 2.5 or later must be installed for this tool to work. If ritePen is not installed, the tool is disabled. Handwriting Recognition is used to convert Interactive Stylus annotations into text that can be used in Text Boxes and dialog boxes.

Options



Selecting **Options** from the Desktop Tools palette launches the Options dialog box. The **Options** dialog allows you to set the following setup options and preferences:

- General: Set the Interactive Tools appearance and behavior.
- Annotations: Set annotation preferences.

You can also launch Options from the **Windows Taskbar menu**.

General

The **General** tab in the Options dialog allows you to set the appearance and behavior for all of the Interactive Tool palettes. Available preferences are described in the table below.

Palette Options	● Size: This option allows you to select how big or small the Interactive Tool palette will be. ● Transparency: This option allows you to select how visible the Interactive Tool palette will be. Setting transparency to display the palette faintly is useful during a presentation to keep the Interactive Tool palette available, but visually in the background. Note: If the Interactive Tool palette becomes too transparent, select the Restore Default button from the General tab to set the transparency back to default.
Features	● Hide cursor when drawing: The Hide Cursor When Drawing option allows you to hide the Windows selector arrow while you annotate your desktop or a PowerPoint Presentation. ● Double-click eraser clears screen: The Double-Click Eraser Clears Screen option allows you to double-click the Eraser tool to erase all annotations created while annotating your desktop or during a PowerPoint Presentation. ● Gesture Based Navigation: Turns Gesturing on and off. The default setting is off. ● Smooth Drawing: Turns smooth drawing on and off. The default setting is on. ● Sticky Palettes: If a tool has a secondary palette, such as a color ring or line thickness ring, then that secondary palette will be opened automatically each time that tool is chosen. The last used secondary palette will be remembered and opened by default the next time the tool is selected.
Restore Defaults	The Restore Defaults button causes all Palette Options and Features settings to be returned to their default settings.
Restore Default Colors	When custom colors have been selected on the Desktop Annotation Tools palette or the Scrapbook Tools palette, selecting Restore Default Colors will reset all palette colors to the default color set.
System Preferences	Opens the System Preferences dialog box.

Annotations

The **Annotations** tab in the Options dialog allows you to set behavior for how desktop and PowerPoint annotations are saved. Available options are described in the following table.

After Annotating the Desktop	When you finish annotating your desktop (see Mouse Tool), you can keep a record of the annotated desktop as a new page in Scrapbook. Options for desktop annotation are Save, Discard, or Prompt to Decide. • Always save as new Scrapbook page: The annotated page becomes a new Page in Scrapbook. Save the Scrapbook file to keep the new Scrapbook Page. • Always discard annotations: The annotated page is automatically discarded. No record is kept. • Ask me each time: When you finish annotating the desktop, you will be prompted to save the annotated page as a new Page in Scrapbook. You will have the choice to save or discard the page. • Open Scrapbook after saving annotations: Default setting – opens Scrapbook. This setting gives you immediate feedback that your annotation has been placed in Scrapbook. Save the Scrapbook file to keep the new Scrapbook Page.
Navigating an Annotated PowerPoint Slideshow	When you change slides in a PowerPoint Slideshow, you must choose whether or not to save annotations into the PowerPoint file as objects. Options for desktop annotation are Save, Discard, or Prompt to Decide. • Always add objects to PowerPoint file: The annotations are automatically saved to each slide as an object on the slide. You must to save the PowerPoint file to keep the annotations permanently. See also Navigate a PowerPoint Slideshow. • Always discard annotations: The annotations are automatically discarded. No record is kept. • Ask me each time: Each time you change slides, you will be prompted to save the annotations as objects. You must save the PowerPoint file to keep the annotations permanently. See also Navigate a PowerPoint Slideshow.

Mouse - Desktop Tools



The **Desktop Mouse Tool** switches you from annotating your desktop to navigating your desktop.

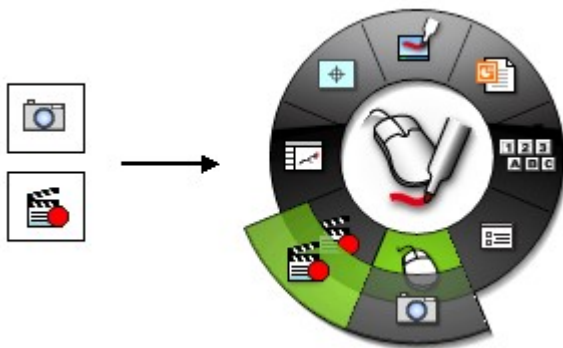
The Mouse Tool remains selected until a different tool from the **Desktop Tool** palette is selected.

Snapshot and Recorder Tools - Desktop Tools

See the following Snapshot and Recorder Tools topics:

- Snapshot Tool and Recorder Tool
- Recorder Controls
- Recorder Options
- PC Requirements and Settings for Recorder
- Recording and Saving Movies

The **Snapshot Tool** and **Recorder Tool** are grouped into a single sub-menu on the **Desktop Tools** palette.



See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
Snapshot Tool		Snapshot allows you to take a picture of the current screen and save it into Scrapbook either as a background image in a new Page or a Scrapbook element in the current Page. 1. Select the Snapshot Tool button from the Desktop Tool palette to open the Take Snapshot dialog. 2. Select one of the following options: ☐ Capture screen: Captures the entire desktop as a single image. As a default, the captured image is saved as a background into a new Page in Scrapbook. To save the image as a Scrapbook element into the current Page, check the Import as Object checkbox. ☐ Capture a selection: Minimizes the Scrapbook, and the cursor becomes a cross hairs. To select an area to capture, use the Interactive Stylus to draw a selection

		rectangle.
		3. Select the Go button to save an image into Scrapbook.
Recorder Tool		See Recorder for information about how Recorder works.

Recorder Controls

The Recorder menu contains:

Start Recording		The Start Recording button causes Recorder to immediately begin recording. The Start Recording button has a sub-menu palette that allows you to select the size of your recording area. From left to right, the options are: • Record Entire Screen: Recorder captures everything shown in your primary monitor. • Record Selected Area: You will be prompted to drag your mouse to select an area of the primary monitor to record. • Record Window: You will be prompted to drag cross hairs from a dialog box to the application that you wish to record. If you drop the cross hair on the Scrapbook window, only the Scrapbook Page will be recorded. Note: When recording an application window while using multiple monitors, the application can be located on a secondary monitor.
Pause Recording		Pause Recording stops Recorder temporarily. To begin recording again, click the Start Recording button. To end your recording, first click Start Recording and then click Stop Recording.
Stop Recording		Stop Recording stops the Recorder. You will be prompted to save the movie file. Once the movie file has been saved, a notification dialog will appear that: • displays the movie duration, • displays the movie file location, and • gives you the option to play back the movie immediately or to close. The movie is saved in *.avi format, and can be played back in Windows Media Player.
Recorder Status		The Recorder Status box displays recording specific data. • Recording indicator. When Recorder is recording, the record indicator is red and blinking. • Audio. If audio is enabled, then a speaker is shown. If audio is disabled, the speaker is not shown. See Recorder Options. • Movie Timer. The timer displays how long Recorder has been recording.
Recorder Options		Recorder Options opens the Recorder Options dialog box.

Hide Recorder Wheel		The Hide Recorder Wheel button allows you to keep the Recorder menu from being recorded in your video. Select the Hide Recorder Wheel button to hide the menu. To reopen the menu, select the Recorder tool from the Interactive Tools palette.
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Recorder Options

The **Recorder Options** dialog box allows you to set audio, video, and file save settings specific to Recorder.

Section	Description
Video	Frame Rate: The frame rate determines how many snapshots per second are taken of your screen. A higher frame rate will cause your movie to be smoother during playback. However, a higher frame rate requires more memory on your PC. Setting the Frame Rate to a lower rate can help when your PC performance is slow. <u>Recommended Frame Rate for Available Memory:</u> ☐ 100 MB Available Memory - Set the Frame Rate to 5 frames/second ☐ 250 MB Available Memory - Set the Frame Rate to 10 frames/second ☐ 500 MB or More Available Memory - Set the Frame Rate to 15 frames/second You can determine the amount of available memory by opening Windows Task Manager, looking at the Physical Memory (K) section, and looking at the Available memory. Divide the Available memory by 1000 to get the number of free MB. <u>Recommended Frame Rate for Your Processor:</u> ☐ Pentium IV or Similar Performance - Set the Frame Rate to 5 frames/second ☐ Performance less than Pentium IV - In many cases a Frame Rate of 3 frames/second will be sufficient for good performance. However, in severe cases it is necessary to set the Frame Rate to 1 frame/second. This information can be found in Scrapbook Troubleshooting. Turn off hardware acceleration while recording: In some cases, the hardware acceleration setting for your monitor can interfere with recording. This checkbox temporarily disables hardware acceleration. Important Note: After enabling this option, when you start and end recording, your monitor will go black for 1-2 seconds. This is expected behavior.
Audio	Include Audio Track: Check Include Audio Track if you are using a microphone to record audio. The software checks for an attached microphone and will automatically check this checkbox if it finds a microphone. Device: Allows you to select the device. Source: Allows you to select the audio source. Sample Rate: Choose from a spectrum between 11.025 kHz to 96.0 kHz Stereo: Check Stereo to record in stereo. MP3 Compression: Check MP3 Compression to access a range of quality from Low quality to Very High quality
Saving Files	Save here by default: Use the Browse button to select the default file save location. Alert me before recording if available disk space is less than: The final movie file can potentially get very big depending on how long the recording is. It is important that there is enough space on your PC to save the file once recording is complete. This option causes a warning dialog to appear when you have reached the specified amount of disk space.

PC Requirements and Settings for Recorder

- Please note that when using multiple monitors configuration, Recorder will capture on the primary monitor only.
- A microphone is required to create a movie with audio, but is not required if you do not need audio.
- When using **Recorder** it is recommended that you are using a Windows PC with at least a Pentium IV processor, 1.4Ghz, with 512MB RAM. It is possible to run Recorder on a PC that does not meet these requirements but you may experience degraded performance.
- If you are experiencing slow performance when running **Recorder**, try the following
 - PC's with a higher CPU speed and better graphics card will generally record faster and smoother. Shut down unnecessary background processes and applications while recording.
 - Reduce the frame rate, found in Recorder Options.
 - Recording simple Windows applications requires less capture processing power than recording highly graphics intensive material. Turning off the windows graphical effects by disabling Windows hardware acceleration can help Recorder run more smoothly. Check the **Turn off hardware acceleration** checkbox, found in Recorder Options. (This will cause your monitor to go black momentarily at the beginning and ending of a recording. This is expected behavior).
 - Record a smaller area. You can select the record area on the **Start Recording** button of the **Recorder Control Palette**. Selecting a smaller area requires less memory from your PC.

This information can be found in Scrapbook Troubleshooting.

Recording and Saving Movies

Use **Recorder** to record everything that happens on your desktop including voice tracks from your computer's microphone. Play back your recording instantly in our Movie Player if you save the recording in the default *.ebm format. Or save your recording as an .avi, .swf or .wmv movie.

See the following **Recorder** topics:

- Movie File Type Options
- Recording and Saving Movies

Movie File Type Options

You can save movies as .ebm, .avi, .swf or .wmv file types.

.ebm (eBeam default format)	Plays on Windows using Luidia's Movie Player
.avi (Microsoft Audio Video Interleave)	Plays on Mac OS and Windows using Apple QuickTime Player or Microsoft Windows Media Player
.swf (Macromedia Flash Movie)	Plays on Mac OS and Windows using Adobe Flash Player or a Web browser with a Flash plug-in installed
.wmv (Windows Media Video File)	Plays on Mac OS and Windows using Microsoft Windows Media Player or a Web browser with the Windows Media Player plug-in installed

Recording and Saving Movies

To record and save a movie

1. Open the Recorder Control Palette. **Recorder** can be opened by first selecting the **Recorder** sub-menu button from any of the four major **Interactive Tools** palettes:
 - Desktop Tools
 - Desktop Annotation Tools
 - Scrapbook Tools
 - PowerPoint Tools
2. Click the **Recorder** button to open the **Recorder** menu.



3. Click the **Start Recording** button to begin recording. Note that there is usually a 2 to 3 second delay before the recording actually begins. When you see the numeric timer progressing and a flashing red dot appearing above the timer, recording has begun.
4. When you are ready to stop recording, click the **Stop Recording** button. The Save As dialog

displays, prompting you to select a file name and file type.

5. Specify the file name and file type, then click **Save**. The Save As Status Bar displays until the saving process is finished.
6. Once completed, select **Play** or **Close** in the Save As Status Bar.
7. If you select **Play**, your movie will play in the format you specified. If you select **Close**, the Movie Player window displays, informing you of the original movie file location. The prompt **Would you like to delete this file?** displays. Click **Yes** if you want to delete the original .ebm movie file. Otherwise, click **No**.

Note: Keeping a copy of your movie as an .ebm file type can serve as a backup copy. You can always open an .ebm movie file and save it in a different file format (.avi, .swf, .wmv).

Scrapbook - Desktop Tools



Selecting **Scrapbook** launches the Scrapbook application. See [What is Scrapbook?](#) for more information. If Scrapbook was minimized, selecting the Scrapbook button will restore the window. If Scrapbook is open, selecting the Scrapbook button will minimize the window.

Calibrate



Selecting **Calibrate** starts the interactive calibration process. You will be prompted to perform a 9-point calibration.

You can also start Calibration from the **Calibrate Interactive Area...** menu item in the Windows Taskbar menu.

To calibrate, the software must be connected to the receiver. See Calibration and Connecting the Software to the Receiver for more information.

Spotlight



The **Spotlight** is useful for drawing attention to a particular region of your desktop.

To start Spotlight select the Spotlight menu item in the Windows Taskbar menu or from the Scrapbook Toolbar.

You can now highlight a specific area of your desktop and use the **Spotlight Options** menu to customize the spotlight.

You can move the spotlight anywhere on the screen, change its shape, and adjust its transparency.

To move the spotlight, click in the grayed-out area, then drag. Clicking in the spotlight lets you interact normally with the desktop items in the spotlight area.

Spotlight's Options menu can be found in the top right corner of the screen.

Options	Spotlight options you set remain in effect until you reset them. • Transparency: This option allows you to select how dark the grayed out area surrounding the spotlight will be. ☐ 0% - completely opaque ☐ 10% - light ☐ 20% - lighter ☐ 30% - lightest • Spotlight shape: This option allows you to select the shape of the spotlight. ☐ Circle ☐ Square • Spotlight size: This option allows you to select the size of the spotlight. ☐ Small ☐ Normal ☐ Large
Exit (X)	Closes the spotlight feature.

See Cover Sheet for information on a similar feature available for Scrapbook.

Desktop Annotation Tools

Summary of Desktop Annotation Tools

The **Desktop Annotation Tools** appear when you select Annotate Your Desktop (see Desktop Tools - Pen Tool). The Desktop Annotation Tool palette gives you all of the tools you will need to annotate your desktop.

When you select Desktop Annotation, a snapshot is taken of your desktop at that moment and turned into an image that you can write on. A translucent frame appears around the border of the screen to indicate that you are annotating the desktop image and not navigating your desktop.

To finish annotating and return to desktop navigation and the **Desktop Tools**, select the Mouse Tool.

See Interactive Tools Preferences for information on moving, showing, hiding, and changing the appearance of the Interactive Tools.

Note: Many advanced features of the software are available only when an interactive receiver or security key is detected by the software. See Interactive Tools Not Found for more information.

Desktop Annotation Tools

To learn more about a tool, select the tool below:



Pen Tool - Desktop Annotation



The **Pen Tool** allows you to annotate the desktop freehand.

When the **Pen Tool** is selected, the **Pen Tool button** becomes highlighted and the center of the **Desktop Annotation Tool** palette changes to show the current color and line width settings.

Change Color	• Select the color in the center of the Desktop Annotation Tool palette. The outer ring of the menu changes to display all other color options. • Select a color on the outer ring. Once a color has been selected, the center of the Desktop Annotation Tool palette changes to display the selected color. This color will remain selected until a new color is selected. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring. The standard set of colors can be restored by selecting the Restore Default Colors button from the Options dialog.
Change Line Width	• Select the line width in the center of the Desktop Annotation Tool palette. The outer ring of the menu changes to display the four line width options available. • Select a line width on the outer ring. Once a line width has been selected, the center of the Desktop Annotation Tool palette changes to display the selected line width. This line width will remain selected until a new line width is selected.

Shapes Tool - Desktop Annotation



The **Shapes Tool** allows you draw shapes on your desktop.

When the **Shapes Tool** is selected, the **Shapes Tool** button becomes highlighted and the center of the **Desktop Annotation Tool** palette changes to show the current color and line width settings.

Change Shape	● Select the shape in the center of the Desktop Annotation Tool palette. The outer ring of the menu changes to display all other shape options. ● Select a shape on the outer ring. Once a shape has been selected, the center of the Desktop Annotation Tool palette changes to display the selected shape. This shape will remain selected until a new shape is selected.
Change Color	● Select the color in the center of the Desktop Annotation Tool palette. The outer ring of the menu changes to display all other color options. ● Select a color on the outer ring. Once a color has been selected, the center of the Desktop Annotation Tool palette changes to display the selected color. This color will remain selected until a new color is selected. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring.
Change Line Width	● Select the line width in the center of the Desktop Annotation Tool palette. The outer ring of the menu changes to display the four line width options available. ● Select a line width on the outer ring. Once a line width has been selected, the center of the Desktop Annotation Tool palette changes to display the selected line width. This line width will remain selected until a new line width is selected.

Redo Tool - Desktop Annotation



The **Redo Tool** allows you to redo the last undone annotation, provided you had previously used the **Undo Tool**. If you have used **Undo** multiple times, you can redo the changes back to the beginning of the series. **Redo** is disabled once a new annotation occurs.

Eraser Tool - Desktop Annotation



The **Eraser Tool** allows you to erase desktop annotation marks made using the **Desktop Annotation Tool** palette.

When the **Eraser Tool** is selected, the Eraser Tool button becomes highlighted and the center of the **Desktop Annotation Tools** palette changes to show the current eraser thickness setting.

Set Eraser Thickness	• Select the thickness from the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display all four thickness options available. • Select a thickness on the outer ring. Once a thickness has been selected, the center of the Desktop Annotation Tools palette changes to display the selected thickness. This thickness will remain selected until a new thickness is selected.
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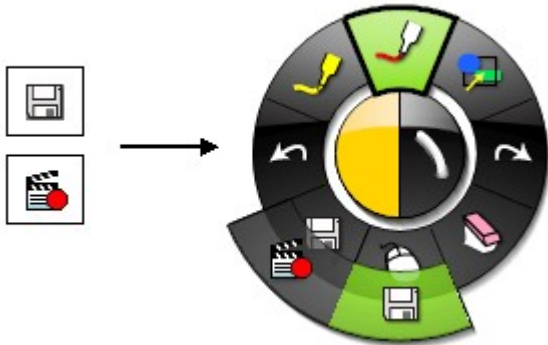
Mouse Tool - Desktop Annotation



The **Desktop Mouse Tool** switches you from annotating your desktop to navigating your desktop. It also changes the **Desktop Annotation Tools** palette to the **Desktop Tools** palette.

Save and Recorder Tools - Desktop Annotation

The **Save Tool** and **Recorder Tool** are grouped into a single sub-menu on the **Desktop Annotation Tools** palette.



See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
Save Tool		The Save Tool allows you to save a snapshot of the annotated desktop into Scrapbook as a new Page. As the new Page is being saved, a save icon will appear on your desktop. You must save the Scrapbook file if you want to keep the Page permanently.
Recorder Tool		See Recorder for information about how Recorder works.

Undo Tool - Desktop Annotation



Undo erases the previous annotation. It is possible to select **Undo** multiple times until the page is blank.

Highlighter Tool - Desktop Annotation



The **Highlighter Tool** allows you annotate the desktop freehand.

Note: Some highlighter colors may not be visible on some computer backgrounds.

When the **Highlighter Tool** is selected, the Highlighter Tool button becomes highlighted and the center of the **Desktop Annotation Tools** palette changes to show the current color and line width settings.

Change Color	• Select the color in the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display the eight color options available. • Select a color on the outer ring. Once a color has been selected, the center of the Desktop Annotation Tools palette changes to display the selected color. This color will remain selected until a new color is selected. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring. The standard set of colors can be restored by selecting the Restore Default Colors button from the Options dialog.
Change Line Width	• Select the line width in the center of the Desktop Annotation Tools palette. The outer ring of the menu changes to display the four line width options available. • Select a line width on the outer ring. Once a line width has been selected, the center of the Desktop Annotation Tools palette changes to display the selected line width. This line width will remain selected until a new line width is selected.

Scrapbook

What is Scrapbook?

The **Scrapbook** application turns any projection surface into a digital workspace. Scrapbook Pages store the content of your class session or meeting.



Features include:

- Digitally record whiteboard notes on a Page by annotating freehand with the Pen Tool or adding text using the Text Tool.
- Import screen shots or image files using the Snapshot tool or drag-and-drop placement. Use the Gallery to store your image libraries in a central, easy to find location.
- Work with annotations, text boxes, or image files as Scrapbook elements. Move, rotate, resize, group, and copy/paste any element.
- Import PowerPoint, Excel, Word, and image files as a background and then annotate over the background. Great for preparing presentations.
- Export documents into Scrapbook from any application with a print function. Simply open the document, go to Print, and select the eBeam Scrapbook Image Writer from the printer list. Documents are instantly imported into Scrapbook where they can be saved, printed, or shared online for free. Great for PDFs!
- Share your Scrapbook Pages over the Internet/intranet with anyone, anywhere. Changes to the Page are shared in real-time.
- Playback, edit, and annotate Scrapbook Pages and then attach them to e-mail messages,

faxes, or simply print.

- Use the Cover Sheet - used to hide sections of a presentation, such as during question and answer sequences or during a lecture.
- Automatically save your meeting file to ensure that you never accidentally lose an important set of notes or a presentation.
- Use Layers to control the content of a Page. Show and hide layers to control which elements are visible and when.

Note: Many advanced features of the software are available only when an interactive receiver or security key is detected by the software. See Interactive Tools Not Found for more information.

What is a Meeting?

A **meeting** is a collection of notes and images stored as elements in Scrapbook Pages in a Scrapbook meeting file (*.esb). Scrapbook allows one meeting at a time to be open.

A single meeting may have one or more participants who are sitting in one room using the interactive system to capture notes and diagrams.

A single meeting may also have participants who are located in other locations, such as another floor in your building, another state, or even another country. This process of having participants attend your meeting over the Internet/intranet in real time is called Sharing a Meeting.

Scrapbook Views

Scrapbook gives you two ways to look at your meeting data: in a Page, or as a Thumbnail. Pages and Thumbnails are combined to create views. Scrapbook has four **view** options:

- Page and Thumbnails View
- Thumbnails View
- Page View
- Full Screen View

See also: Layers

Switching Between Views

You can switch between views using the View menu or the Scrapbook Toolbar. To switch to a view:

- **Page and Thumbnails View:**
 - Choose View > Normal, or
 - Press Ctrl+1, or
 - Select the View Page and Thumbnails button from the Scrapbook Toolbar.
- **Thumbnails View:**
 - Choose View > Thumbnails, or
 - Press Ctrl+2, or
 - Select the View Thumbnails button from the Scrapbook Toolbar.
- **Page View:**
 - Choose View > Page, or
 - Press Ctrl+3, or
 - Select the View Page button from the Scrapbook Toolbar.
- **Full Screen View:**
 - Choose View > Full Screen View, or
 - Select the Full Screen button from the Scrapbook Toolbar.

Page and Thumbnails View

When the Page and Thumbnails View is selected, a scrollable column of Thumbnails is displayed on the left side of the Scrapbook window, while one full Page is displayed on the right side of the Scrapbook window. Features of the Page and Thumbnails View include:

- Scrollable column of Thumbnails for viewing all Pages included in the Scrapbook meeting.
- Drag and drop page Page reordering.
- Sizable Thumbnails column. Resize by dragging the boundary between the Thumbnails and the Page.
- Click on any Thumbnail to display its large view as the Page on the right side of the Scrapbook window.
- Drag and drop elements from Page onto a thumbnail.
- Page Selection tools in the Scrapbook Toolbar.
- Meeting file playback. (Page and Thumbnails View or Page View only).
- Background Image import into the displayed Page.
- Page annotation using Scrapbook Tools or the standard annotation toolbar.

Thumbnails View

When the Thumbnails View is selected, only Thumbnails are displayed in the Scrapbook window. The Thumbnails View is very useful for giving you a summary of the pages in your meeting and allowing you to find individual pages rapidly. Features of the Thumbnails View include:

- Scrollable column of Thumbnails for viewing all Pages included in the Scrapbook meeting.
- Drag and drop page reordering.
- Instantly display Thumbnail in Page View with a Double-tap (Interactive Stylus) or double-click (mouse).

Page View

When the Page View is selected, only a single Page is displayed in the Scrapbook window. The Page View is the most used view in Scrapbook. Features of the Page View include:

- Page Selection tools in the Scrapbook Toolbar.
- Annotate within the Page.
- Background Image import into the displayed Page.
- Page menu options for adding a new page, duplicating a page, or deleting a page.

- Meeting file playback. (Page and Thumbnails View or the Page View only).
- All while sharing every moment of your presentation in real-time over the Internet/intranet.

Full Screen View

Full screen view maximizes the current page to full screen size. The Scrapbook Toolbar becomes a floating toolbar that can be closed and the Scrapbook Tool palette becomes the Scrapbook Full Screen Tool palette.

Working in Scrapbook's Full Screen View gives you the ability to present Scrapbook meeting Pages in the same way that you would present a MS PowerPoint slide show, except that you have the access to all of the useful presentation features found in Scrapbook.

Useful features include:

- Sharing your presentation in real-time over the Internet/intranet.
- Import, rotate, resize image elements while giving your presentation.
- Annotate within the Page.
- Add new Pages to the presentation.
- All while sharing every moment of your presentation in real-time over the Internet/intranet.

Scrapbook Menus

File Menu

File Menu options are described below:

New	New creates a new Scrapbook meeting file after closing any previously opened meetings. To create a new Scrapbook meeting file: 1. Choose File > New or press Ctrl+N. 2. If a meeting is open when New is chosen, Scrapbook prompts you to save the current meeting. Select Yes to save the meeting, No to close the meeting without saving, or Cancel to remain in the current meeting. A new meeting is created every time Scrapbook opens.
Open...	Open allows you to open a Scrapbook (*.esb) file or an eBeam Software (*.wbd) file. To open a Scrapbook file: 1. Choose File > Open, or press Ctrl+O. A standard Open File dialog box appears. 2. Navigate to the *.esb file, and select that file. 3. Select OK. Note: Scrapbook will also open *.wbd files created by previous versions of eBeam Software.
Import/Merge	Import / Merge allows you to: • Import an Excel, PowerPoint, or Word file to the background of the currently selected page, or • Merge an existing Scrapbook (*.esb) or Capture (*.wbd) file to the currently open file. Note: Import/Merge is disabled during a shared meeting. <u>Import</u> To import an Excel, PowerPoint, or Word file: 1. Select Import / Merge from the File Menu. 2. In the Open dialog under Files of Type, select the file extension for Excel, PowerPoint, or Word. 3. Select the file and select OK. An import dialog will open based on the file type. See: ☐ Import a PowerPoint Presentation ☐ Import an Excel Spreadsheet ☐ Import a Word Document <u>Merge</u> To merge an existing Scrapbook or Capture file: 1. Select Import / Merge from the File Menu.

	2. Select the file from the Open dialog box and select OK to open the Scrapbook File Import dialog box. 3. Select the range of pages to be imported. 4. Select the merge location within the open file. The default is to insert the merged pages at the end of the file. 5. Select OK. Whenever possible, annotations and images will be converted to Scrapbook elements. Backgrounds will remain backgrounds in the merged file.
Save	Save allows you to save a Scrapbook (*.esb) file. To save a Scrapbook file: 1. Choose File > Save, or press Ctrl+S. 2. If the file has been saved before, it is saved again under the existing name. If this is the first time the meeting has been saved, the standard Save As dialog box opens.
Save As...	Save As allows you to save a new Scrapbook (*.esb) file, or to save an existing Scrapbook meeting file under a new name. To save a Scrapbook file: 1. Choose File > Save As. 2. The standard Windows Save As dialog box opens. 3. Enter a meeting name and select the folder location. The default folder location is under My Documents in My Scrapbook. 4. Select the file type. See Supported file types for more information. 5. Select the Page Range to save by selecting the appropriate Page Range radio button located at the bottom of the Save As dialog: ☐ All - The default range is All pages. This is also the only option available when the Scrapbook file has only one page. ☐ Selected - Saves only selected pages. You can select multiple Pages by clicking on each Thumbnail while holding down the Ctrl key. ☐ Pages - Allows you to select a range of pages to save. Note: If you have not previously saved the file, any unselected pages will be lost when you use the Selected or Pages options and are saving to either *.esb or *.wbd. 6. Select OK.
Save As Web Page...	Save As Web Page allows you to save a Scrapbook (*.esb) meeting file in HTML format for posting to the Internet/intranet as a web page. To save a Scrapbook file in HTML format: 1. Choose File > Save As Web Page... The Save As dialog box appears, then 2. Enter a meeting name and select the folder location. The default folder location is under My Documents in My Scrapbook. 3. Select the Page Range to save by selecting the appropriate Page Range radio button located at the bottom of the Save As dialog: ☐ All - The default range is All pages. This is also the only option available when the Scrapbook file has only one page. ☐ Selected - Saves only selected pages. You can select multiple Pages by clicking on each Thumbnail while holding down the Ctrl key.

	O Pages - Allows you to select a range of pages to save. 4. Select Save.
Archive Meeting	Archive Meeting allows you to archive your Scrapbook meeting file on an eBeam server. See Archive a Meeting for more information. Note: This option is available only if the interactive hardware or security key is connected to the software and detected.
Retrieve Meeting	Retrieve Meeting allows you to retrieve an archived Scrapbook meeting file from an eBeam server. See Retrieve a Meeting for more information.
Page Setup...	Page Setup opens the Page Setup dialog box. The Page Setup dialog box allows you to choose header and footer information for a printed Scrapbook page and allows you to add a border for the printed page. Allows changes to page numbering format, meeting name, and date and time formats.
Print Setup...	Print Setup opens the standard Windows Print Setup dialog box. The Print Setup dialog box allows you to select all desired printer settings, including portrait or landscape orientation and paper source.
Print Page	Print Page prints only the selected/displayed Page to your default printer.
Print...	Print opens the standard Print dialog box. This dialog allows you to select a page range and the number of copies you want to print. The default settings are to print all pages in the file and to print one copy. To print the Scrapbook file, choose File > Print, or press Ctrl+P.
Send...	Send allows you to send a Scrapbook meeting file (*.esb) as an attachment via any MAPI-compliant mail system, such as Microsoft Exchange. To send a Scrapbook meeting file via email: 1. Choose File > Send to open the Send dialog box. 2. Select the file format and page range from the Send dialog box 3. Select OK. Scrapbook opens an untitled e-mail message in your MAPI-compliant mail program with your file as an attachment. Use your address book to fill in names of the recipients, and send the email as you normally would. You can save a Scrapbook meeting in any file format (except HTML) that is suitable for an e-mail attachment. See Supported file types for more information. The HTML format option is not available for sending.
Exit	Exit closes Scrapbook, but does not close the Interactive Tools. See the Windows Taskbar Menu for more information. If you have not saved your Scrapbook file, you will be prompted to save the file before Scrapbook closes.

Edit Menu

Edit Menu options are described below:

Undo	Undo cancels the last change on a Scrapbook Page. It is possible to undo all changes to return the Scrapbook Page to a totally empty state. Undo applies only to the current Page. To Undo: • Choose Edit > Undo, or • Select the Undo button from the Scrapbook Toolbar, or • Press Ctrl+Z.
Redo	Redo allows you to redo the last undone change, provided you had previously used the Undo Tool. If you have used Undo multiple times, you can redo the changes back to the beginning of the undo series. Redo is disabled once a new change has been made to the Page. Redo applies only to the current Page. To Redo: • Choose Edit > Redo, or • Select the Redo button from the Scrapbook Toolbar, or • Press Ctrl+Y.
Cut	Cut is used to cut individual or grouped Scrapbook elements from a Scrapbook Page that can then be pasted to a Scrapbook Page or other applications, and also with the Text Tool to cut and paste text within active text boxes. To cut an element from a Scrapbook Page: 1. Use the Select Tool to select the element(s) to cut. See Select elements individually or in groups. 2. Choose Edit > Cut, or press Ctrl+X. 3. Paste to another Scrapbook Page, or open another application such as MS Word or MS Paint and paste. To cut text from text box: 1. Highlight the text in the text box. 2. Choose Edit > Cut, or press Ctrl+X.
Copy	Copy allows you to copy individual or grouped Scrapbook elements from a Scrapbook Page to other Scrapbook Pages and other applications, and also can be used with the Text Tool to cut and paste text within active text boxes. To copy an element from a Scrapbook Page: 1. Use the Select Tool to select the element(s) to copy. See Select elements individually or in groups. 2. Choose Edit > Copy, or press Ctrl+C. 3. Paste to another Scrapbook Page, or open another application such as MS Word or MS Paint and paste. To cut text from text box: 1. Highlight the text in the text box. 2. Choose Edit > Copy, or press Ctrl+C.

	Notes: - It is possible to copy an element from one Scrapbook Page to another by dragging the element onto a thumbnail. - It is possible to copy text from within an active text box to paste to another text box or to an outside application.
Paste	Paste is used to paste Scrapbook elements into a Scrapbook Page from either another Scrapbook Page or from your computer's clipboard. It is also used with the Text Tool to cut and paste text between active Scrapbook text boxes. To paste an element: - Cut or copy the individual or grouped elements from a Scrapbook Page, the Gallery, or an outside image file. - Choose the Scrapbook Page or Thumbnail. - Choose Edit > Paste, or press Ctrl + V. To paste text between active Scrapbook text boxes: - Copy text from another Scrapbook text box. - Open a new text box. - Choose Edit > Paste, or press Ctrl + V. Note: Text copied from other applications will be pasted into Scrapbook as an image element.
Select All	Select All allows you to select all Scrapbook elements within a Page into a single group. The elements can all be manipulated as one, but are not grouped. To select all: - Choose Edit > Select All. - Press Ctrl+A.
Duplicate	Duplicates the selected individual or grouped element(s). To duplicate an element: - Use the Select Tool to select the element(s). See Select elements individually or in groups. - To duplicate the element: - Choose Edit > Duplicate, or - Right-click (Press Button A on your Interactive Stylus) the element and select Duplicate, or - Press Ctrl+D. - Duplicate the element(s) as many times as needed. - The duplicate element(s) are cascaded slightly lower and to the right of the original. If the cascaded elements reach the bottom of the Page, newly duplicated elements will be stacked on the bottom most element.
Delete	Deletes the selected individual or grouped element(s). To delete an element: - Use the Select Tool to select the element(s). See Select elements individually or in groups. - To delete the element(s): - Choose Edit > Delete, - Select the Delete Object button from the Scrapbook Toolbar, or - Press the Del key.
Order	Order allows you to change the Z-order of the elements on your Scrapbook page. See Move an

	element forward or backward. The order options are: • Bring to Front: Move the selected element in front of all other elements. • Send to Back: Move the selected element behind all other elements. • Bring Forward: Move the selected element one level forward. • Send Backward: Move the selected element one level backward. See Select elements individually or in groups for information on selecting elements.
Grouping	Group is used to bond a selection of elements together so they can be manipulated as a single element. See Group and ungroup elements for more information. The grouping options are: • Group: Bonds a selection of elements together so they can be manipulated as a single element. • Ungroup: Releases grouped elements so that the individual elements can be manipulated separately. See Select elements individually or in groups for information on selecting elements.
Alignment	The Alignment menu allows you to access a sub-menu with Alignment and Distribute options. Alignment is used to align selected Scrapbook elements relative to each other. Distribute is used to distribute Scrapbook elements equal distances from each other. To align a set of Scrapbook elements: 1. Use the Select Tool to select the element(s). See Select elements individually or in groups. 2. Select your alignment option from the Edit > Alignment menu. The options are: ☐ Align Left (Ctrl+L): The elements will align vertically to the left edge of the left most object. ☐ Align Center (Ctrl+E): The elements will align vertically to the averaged center point of all the elements. ☐ Align Right (Ctrl+R): The elements will align vertically to the right edge of the right most element. ☐ Align Top (Ctrl+T): The elements will align horizontally to the top edge of the highest object. ☐ Align Middle (Ctrl+M): The elements will align horizontally to the averaged center point of all the elements. ☐ Align Bottom (Ctrl+B): The elements will align horizontally to the bottom edge of the lowest object. Note: All alignment options can also be selected from the Right-click (Press Button A on your Interactive Stylus) Alignment menu. To distribute a set of Scrapbook elements: 1. Use the Select Tool to select the element(s). See Select elements individually or in groups. 2. Select your distribution option from the Edit > Alignment menu. The options are: ☐ Distribute Horizontally: The elements will be distributed evenly and horizontally between the center points of the left and right most elements. ☐ Distribute Vertically: The elements will be distributed vertically and evenly between the center points of the top and bottom elements. Note: All distribute options can also be selected from the Right-click (Press Button A on your Interactive Stylus) Alignment menu.
Orientation	Orientation is used to change the rotation or orientation of individual or grouped Scrapbook elements in place without moving the element. To set the orientation of one or more Scrapbook elements:

	1. Use the Select Tool to select the element(s). See Select elements individually or in groups. 2. Select your orientation option from the Edit > Orientation menu. The options are: • Rotate Right: Rotates the element clockwise 90 degrees. • Rotate Left: Rotates the element counter-clockwise 90 degrees. • Flip Vertical: Flips the element vertically. • Flip Horizontal: Flips the element horizontally.
Reset Image Properties	Change the selected element back to the size it was when it was brought into the application. See the Select Tool for information on selecting an element.
Options...	Options opens the Scrapbook Options dialog box. • Preferences • Proxy Server • Software Updates

View Menu

View Menu options are described below:

Normal (View Page and Thumbnails)	Normal allows you to switch to the Page and Thumbnails View. See Scrapbook Views for more information. Switch to the Page and Thumbnails View by: • Choose View > Normal, or • Press Ctrl+1, or • Select the View Page and Thumbnails (Normal) button from the Scrapbook Toolbar.
Thumbnails	Thumbnails allows you to switch to the Thumbnails View. See Scrapbook Views for more information. Switch to the Thumbnails View by: • Choose View > Thumbnails, or • Press Ctrl+2, or • Select the View Thumbnails button from the Scrapbook Toolbar.
Page	Page allows you to switch to the Page View. See Scrapbook Views for more information. Switch to the Page View by: • Choose View > Page, or • Press Ctrl+3, or • Select the View Page button from the Scrapbook Toolbar.
Gallery	Gallery opens Scrapbook's Integrated Clip-Art Gallery. Open the Gallery by: • Choosing View > Gallery, or • Pressing Ctrl+4, or • Selecting the Gallery button from the Scrapbook Toolbar. You can use this feature to add graphics from the provided library of clip art to your presentations. You can also add your own directories to the gallery. See Gallery, Scrapbook Elements, and Background Settings for more information about using images.
Full Screen View	Full Screen View maximizes the current page to full screen size. The Scrapbook Toolbar becomes a floating toolbar that can be closed. The Scrapbook Tool palette becomes the Scrapbook Full Screen Tool palette (see Summary of Scrapbook Tools). To go to full screen: • Choose View > Full Screen View, or • Select the Full Screen button from the Scrapbook Toolbar, or • Press F11. To return to normal screen size: • Right-click the screen (press Button A on the Interactive Stylus), and select Full Screen Off from the menu that appears, or • Select the Full Screen button from the Scrapbook Toolbar, or

	• Press F11. See Full Screen View for more information.
Use Cover Sheet	Use Cover Sheet brings up a window-shade like feature that allows you to cover part of your page. You can size the sheet during your presentation as well as set its orientation and transparency. See Cover Sheet for more information.
Spotlight	Spotlight is useful for drawing attention to a particular region of your desktop. See Spotlight for more information.
Participants	Participants opens the Participants window so you can see who has joined a shared Scrapbook meeting. To open the Participants window: • Choose View > Participants, or • Press Ctrl+5, or • Select the Participant View button from the Scrapbook Toolbar. See What is a Shared Meeting? and Participants for more information.
Master Page	Master Page opens the master page. All changes made to the master page appear as a background image in all Scrapbook Pages except those that contain their own background settings. Open the Master Page by: • Choosing View > Master Page, or • Pressing Ctrl+6, or See Master Page for more information.
Layers	Layers can be used to add content to a Scrapbook Page (privately or shared) that can be hidden and shown. Open the Layers by: • Choosing View > Layers, or • Pressing Ctrl+7, or See Layers for more information.
Toolbar (Show/Hide Toolbar's)	Choosing the Toolbar menu option causes a sub-menu to open with the following three selections: • Interactive Tools: Choose this menu selection to show or hide the Interactive Tools for Scrapbook. • Playback: Choose this menu selection to show or hide the Playback toolbar. • Status Bar: Choose this menu selection to show or hide the Scrapbook status bar.
Zoom To	Zoom To allows you to zoom in or out on the currently displayed Page. Choosing the Zoom To menu option causes a sub-menu to open with the following zoom selections: 500%, 300%, 200%, 100%, 50%, and 25%. The Page will remain at the selected zoom value until a new zoom value is chosen. For more information, see the Zoom Tool.

Zoom In	Zoom In allows you to zoom in on the currently displayed Page. Each time you choose Zoom In, the zoom will increase by a factor of 1.25 to no greater than 2000%. To zoom in on a Page: • Choose View > Zoom In, or • Press Ctrl+Num + The Page will remain at the selected zoom value until a new zoom value is chosen. For more information, see the Zoom Tool.
Zoom Out	Zoom Out allows you to zoom out on the currently displayed Page. Each time you choose Zoom Out, the zoom out will decrease by a factor of 1.25 to no less than 25%. To zoom out of a Page: • Choose View > Zoom Out, or • Press Ctrl+Num - The Page will remain at the selected zoom value until a new zoom value is chosen. For more information, see the Zoom Tool.
Fit Page	Fit Page compresses or expands the Page to fit into the Page display area. Fit Page can also be selected by pressing Ctrl+0. All pages will fit into the Page display area until a different zoom value is selected. For more information, see the Zoom Tool.
Actual Size	Actual Size zooms the Page to 100%. The Page will remain at actual size until a new zoom value is selected.

Page Menu

Page Menu options are described below:

New	New creates a new blank Page in the Scrapbook meeting. To create a new Page: • Choose Page > New, or • Select the New Page button from the Scrapbook Toolbar. The new Page is inserted directly after the displayed page.
Clear	Clear clears all elements from the displayed Page. To clear a Page, select the Page to be cleared, and: • Choose Page > Clear, or • Select the Clear Page button from the Scrapbook Toolbar.
Duplicate	Duplicate creates a copy of the displayed Page and makes the copy the displayed Page. To duplicate a Page: 1. Select the Page to be duplicated. 2. Choose Page > Duplicate, or select the Duplicate Page button from the Scrapbook Toolbar. The duplicated Page is inserted directly after the displayed Page.
Delete	Delete deletes the displayed Page. To delete a Page: 1. Select the Page to be deleted. 2. Choose Page > Delete, or select the Delete Page button from the Scrapbook Toolbar.
Delete All	Delete All deletes all Pages from the Scrapbook meeting. All data will be lost.
Next Page/Previous Page	Next Page navigates to the next page in the Scrapbook meeting. This option is available only when the last page in the meeting is not displayed. To select Next Page: • Choose Page > Next Page, or • Select the Next Page button from the Scrapbook Toolbar, or • Press the PgDn button on your keyboard. Previous Page navigates to the previous page in the Scrapbook meeting. This option is available only when the first page in the meeting is not displayed/selected. To select Previous Page: • Choose Page > Previous Page, or • Select the Previous Page button from the Scrapbook Toolbar, or • Press the PgUp button on your keyboard.

Go To Page...	Go To Page allows you to select the Page to be displayed by typing in or selecting a page number. To go to a page: 1. Choose Page > Go To Page to open the Go To Page dialog. 2. Select a page using the up-and-down arrow buttons, or type the page number into the text box. 3. Select OK. Or: Use the Page Selection tools on the Scrapbook Toolbar.
Playback	See Playback for more information.
Add Hyperlink...	Add Hyperlink allows you to add a hyperlink to a Scrapbook element. See Hyperlinked elements and Scrapbook elements for more information.
Add Image...	Add Image allows you to import an image file or screen capture into the currently selected page. See Scrapbook elements for more information.
Add Flash File...	Add Flash File allows you to import an image a Flash file (*.swf) or Flash movie (*.flv) into the currently selected page. See Scrapbook elements for more information.
Add Snapshot...	Add Snapshot allows you to import a screen shot. See the Snapshot Tool.
Background Settings...	Background Settings allows you to: • Import an image file or screen capture to the background of the currently selected page • Set the background color of a Page • Cause a grid or horizontal lines to be displayed on a Page. See Background Settings for more information.

Meetings Menu

Meetings Menu options are described below:

Share/End Meeting...	Share Meeting allows a meeting host to share a Scrapbook meeting over the Internet/intranet. While a meeting is shared, this menu option changes to End Meeting. See Share a Meeting for more information.
Join Meeting/Leave Meeting...	Join Meeting allows invited participants to log into a shared Scrapbook meeting. The participant will need to know the meeting name and a password (if applicable) prior to attempting to log in to the meeting. While participating in a meeting, this menu option changes to Leave Meeting. See Join a Meeting for more information.
Send Invitation...	Send Invitation allows the meeting host to send e-mail invitations to all invited participants for the shared Scrapbook meeting. See Sending an Invitation for more information.
Allow Annotations	Allow Annotations allows the host to decide whether or not to allow the Participants to add annotations in the shared Scrapbook meeting. See Meeting Host Tools for more information.
Synchronize Participants	Synchronize Participants allows the meeting host keep the participants on the same Page. While Synchronize Participants is on, the host controls which Page is displayed. See Meeting Host Tools for more information.

Help Menu

The **Help Menu** opens a sub-menu that allows you to access help and also provides links to various registration and support pages that are provided by the hardware manufacturer of your interactive system.

Scrapbook Tools

Summary of Scrapbook Tools

Scrapbook Tools appear when Scrapbook is the active window. The **Scrapbook Tools** palette gives you all of the tools you need to create Page content.

While working in Full Screen View, the **Scrapbook Tools** palette switches to a presentation-based focus, displaying the **Slide Forward** and **Slide Back** tools.

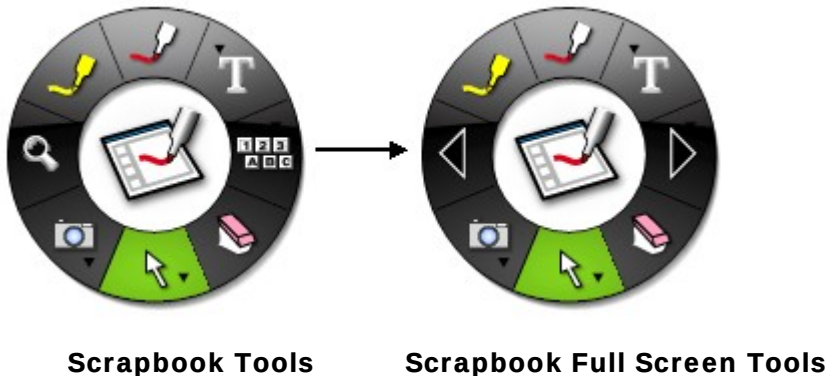
See Interactive Tools Preferences for information on moving, showing, hiding, and changing the appearance of the **Interactive Tools** palette.

Please note the following important points:

- If you select anywhere outside the Scrapbook window, the **Scrapbook Tools** palette will change to the Desktop Tools palette.
- When you switch to the Full Screen View, the **Scrapbook Tools** palette switches to a **Scrapbook Full Screen Tool** palette.
- Many advanced features of the software are available only when an interactive receiver or security key is detected by the software. See Interactive Tools Not Found for more information. When hardware is not detected, you are given access to an annotation toolbar that can only be used in Scrapbook.

Scrapbook Tools

To learn more about a tool, select the tool below:



Standard Annotation Toolbar

The standard annotation toolbar appears only when an interactive receiver or security key is not detected.



The tools on the standard annotation toolbar include (from left to right):

Marker	The Marker tool allows you to annotate the displayed page freehand in one of four solid colors. The color can be selected from the palette that appears when the Marker tool is selected. The marks become annotation elements. See Scrapbook Elements for more information.
Highlighter	The Highlighter tool allows you to annotate the displayed page freehand in one of four transparent colors. The color can be selected from the palette that appears when the Highlighter tool is selected. The marks become annotation elements. See Scrapbook Elements for more information.
Eraser	The Eraser tool allows you to slice an annotation element made by the marker or highlighter tool on a Scrapbook Page into two separate Scrapbook elements. The eraser size can be selected from the palette that appears when the Eraser tool is selected. See Scrapbook Elements for more information.
Zoom	The Zoom tool allows you to adjust the viewing size of the displayed page. The range of zoom values are 25-2000%. Holding down the Shift key reverses the zoom direction. A zoom value can also be selected from the pull-down list that appears when the Zoom tool is selected.
Text	The Text tool allows you to add a text box to a Page in any size, font, and color available on your computer. The size, font, and color may be selected from the palette that appears when the Text tool is selected.
Pointer	The Pointer tool allows each participant in a meeting to point to data anywhere within the meeting window. Each participant's pointer is displayed in a different color. The Pointer tool is only enabled during a shared meeting. The Pointer direction (right, left, up, down) can be selected from the palette that appears when the Pointer tool is selected. You can also hide the Pointer by selecting the Hide Pointer button from the palette that appears when the Pointer tool is selected.
Shapes	The Shapes tool allows you draw shapes in Scrapbook. The shape, color, and line width can be selected from the palette that appears when the Shapes tool is selected. The marks become Shapes elements. See Scrapbook Elements for more information.
Selector	The Selector tool allows you select a Scrapbook element on a Page to move, rotate, resize, group, or copy. To select a Scrapbook element tap the element. Once selected, handles will appear on the element. The Select Tool can also be used to draw a bounding rectangle around a group of elements to manipulate the entire group of elements at one time. For more information about working with Scrapbook elements, see Scrapbook Elements.

Pen Tool - Scrapbook Tools



The **Pen Tool** allows you annotate the displayed Page freehand.

When the **Pen Tool** is selected, the Pen Tool button becomes highlighted and the center of the **Scrapbook Tool** palette changes to show the current color and line width.

Change Color	• Select the color in the center of the Scrapbook Tools palette. The outer ring of the menu changes to display all other color options. • Select a color on the outer ring. Once a color has been selected, the center of the Scrapbook Tools palette changes to display the selected color. This color will remain selected until you select a new color. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring. The standard set of colors can be restored by selecting the Restore Default Colors button from the Options dialog.
Change Line Width	• Select the line width in the center of the Scrapbook Tools palette. The outer ring of the menu changes to display the four line width options available. • Select a line width on the outer ring. Once a line width has been selected, the center of the Scrapbook Tools palette changes to display the selected line width. This line width will remain selected until you select a new line width.

Text & Shapes Tools - Scrapbook Tools

The **Text Tool** and **Shapes Tool** are grouped into a single sub-menu on the **Scrapbook Tools** palette.



See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
Text Tool		The Text Tool allows you to add a text box to the displayed Page. When the Text Tool is selected, the Text Tool button becomes highlighted and the center of the Scrapbook Tools palette displays the Text Tool. <u>Create a text Box on the Page:</u> 1. Select the Text Tool. 2. Tap/Click within the Page. ☐ To enter text in the text box, tap/click the on-screen keyboard icon in the bottom right corner of the text box to use the Windows on-screen keyboard, or type in text from your keyboard. ☐ To close the text box, tap/click anywhere outside of the text box or select a new tool to close the text box. <u>Move or Edit a Text Box:</u> 1. Select the Text Tool 2. Tap/Click directly on top of the text that you wish to move/modify to make the text box active. 3. Make all text changes. ☐ To move the text box, tap/click and drag the edge of the text box. ☐ To close the text box, tap/click anywhere outside of the text box or select a new Tool. <u>Set Text Attributes:</u> 1. Select the Text logo from the center of the Scrapbook Tools palette to open the Font dialog. 2. Select the font type, style, size, color, etc. 3. Select OK. Once the text attributes have been selected they will remain set until you select new attributes.
Shapes Tool		The Shapes Tool allows you draw shapes in Scrapbook. When the Shapes Tool is selected, the Shapes Tool button becomes highlighted and the center of the Scrapbook Tools palette changes to show the current color and line width settings. Shapes elements created using the Shapes Tool can be rotated, resized, and moved, but cannot be sliced or edited. See Scrapbook Elements.

	<u>Change Shape:</u> • Select the shape in the center of the Scrapbook Tool palette. The outer ring of the menu changes to display all other shape options. • Select a shape on the outer ring. Once a shape has been selected, the center of the Scrapbook Tool palette changes to display the selected shape. This shape will remain selected until a new shape is selected. <u>Change Color:</u> • Select the color in the center of the Scrapbook Tool palette. The outer ring of the menu changes to display all other color options. • Select a color on the outer ring. Once a color has been selected, the center of the Scrapbook Tool palette changes to display the selected color. This color will remain selected until a new color is selected. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring. The standard set of colors can be restored by selecting the Restore Default Colors button from the Options dialog. <u>Change Line Width:</u> • Select the line width in the center of the Scrapbook Tool palette. The outer ring of the menu changes to display the four line width options available. • Select a line width on the outer ring. Once a line width has been selected, the center of the Scrapbook Tool palette changes to display the selected line width. This line width will remain selected until a new line width is selected.
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On-Screen Keyboard and Handwriting Recognition Tools - Scrapbook Tools

The **On-Screen Keyboard Tool** and **Handwriting Recognition Toggle Tool** are grouped into a single sub-menu on the **Scrapbook Tools** palette. In Full Screen View, the **Slide Forward Tool** is including into the sub-menu.



See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
On-Screen Keyboard Tool		Selecting On-Screen Keyboard opens the Windows On-Screen Keyboard that you can use to enter text by tapping keys with the Interactive Stylus. You can change the font and font size on the keyboard by selecting Settings > Font. You can close the On-Screen Keyboard by selecting the On-Screen Keyboard button again or selecting the close (X) button on the On-Screen Keyboard. See Text Tool for information about using the On-Screen Keyboard to create text and for changing text attributes.
Handwriting Recognition Toggle Tool		Toggles the ritePen® Handwriting Recognition package on and off. ritePen version 2.5 or later must be installed for this tool to work. If ritePen is not installed, the tool is grayed out. Handwriting Recognition is used to convert Interactive Stylus annotations into text that can be used in Text Boxes and dialog boxes.

Slide Forward Tool - Scrapbook Tools



The **Slide Forward Tool** allows you to move to the next Page in the Scrapbook meeting.

This tool is available only from the **Scrapbook Full Screen Tools** palette. See Full Screen View for more information.

This tool is disabled when you are on the last Page in the Scrapbook meeting.

Eraser Tool - Scrapbook Tools



The Scrapbook **Eraser Tool** allows you to slice an annotation element on a Scrapbook Page into two separate Scrapbook elements. Annotation elements are pen or highlighter lines created using the Pen Tool or the Highlighter Tool.

Annotation elements that have been sliced into two elements are automatically grouped so they appear to still be a single element. To ungroup, select the element using the Select Tool, and choose Edit > Ungroup. It is now possible to use the **Select Tool** to move, resize, or rotate each element separately.

Note: The **Eraser Tool** in Scrapbook cannot erase Scrapbook shapes. Shapes elements created using the Shapes Tool can be rotated, resized, and moved, but cannot be sliced or edited. See Scrapbook Elements.

When the **Eraser Tool** is selected, the Eraser Tool button becomes highlighted and the center of the Scrapbook Tool palette changes to show the current eraser thickness.

Set Eraser Thickness	• Select the thickness from the center of the Scrapbook Tools palette. The outer ring of the menu changes to display all four thickness options available. • Select a thickness on the outer ring. Once a thickness has been selected, the center of the Scrapbook Tools palette changes to display the selected thickness. This thickness will remain selected until you select a new thickness.
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Select and Pointer Tools - Scrapbook Tools

The **Select Tool** and **Pointer Tool** are grouped into a single sub-menu on the **Scrapbook Tools** palette.



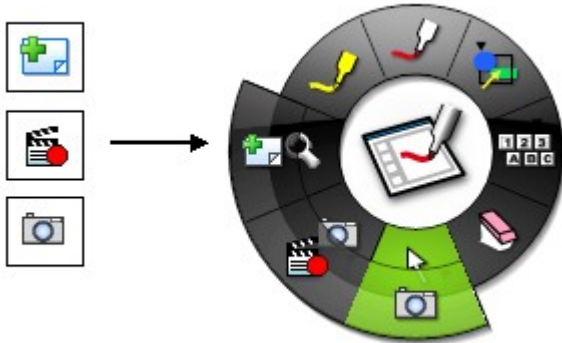
See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
Select Tool		The Select Tool allows you select a Scrapbook element on a Page to move, rotate, resize, group, or copy. To select a Scrapbook element tap the element. Once selected, handles will appear on the element. The Select Tool can also be used to draw a bounding rectangle around a group of elements to manipulate the entire group of elements at one time. For more information about working with Scrapbook elements, see Scrapbook Elements.
Pointer Tool		The Pointer Tool allows each participant in a meeting to point to data anywhere within the meeting window. Each participant's pointer is displayed in a different color. Note: The Pointer Tool is enabled only during a shared meeting. See Share a Meeting for more information. When the Pointer Tool is selected, the Pointer Tool button becomes highlighted and the center of the Scrapbook Tools palette displays the pointer logo. <u>To point to data during a shared meeting:</u> • Select the Pointer Tool button from the Scrapbook Tools palette. • Tap/Click within the Page to show the pointer <u>To move the pointer:</u> • Use the Interactive Stylus or your mouse to drag the pointer within the Page to a new location. <u>Show/Hide/Rotate pointer:</u> • Select the Pointer Tool button from the Scrapbook Tools palette. • Select the Pointer Tool button again to show the outer ring containing the pointer options. Available options are (beginning from the top and moving clockwise around the outer ring of the Scrapbook Tool palette): ○ Rotate pointer counter-clockwise: Rotates the pointer 90 degrees in a counter-clockwise direction.

		☐ Show Pointer: Shows the pointer on the screen. ☐ Rotate pointer clockwise: Rotates the pointer 90 degrees in a clockwise direction. ☐ Hide Pointer: Hides the pointer. ● Select an option.
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Snapshot, New Page, and Recorder Tools - Scrapbook Tools

The **Snapshot Tool**, **New Page Tool**, and **Recorder Tool** are grouped into a single sub-menu on the **Scrapbook Tools** palette.



See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
Snapshot Tool		Snapshot allows you to take a picture of the current screen and save it into Scrapbook either as a background image in a new Page or a Scrapbook element in the current Page. 1. Select the Snapshot Tool button from the Scrapbook Tool palette to open the Take Snapshot dialog. 2. Select one of the following options: ☐ Capture screen: Captures the entire desktop as a single image. As a default, the captured image is saved as a background into a new Page in Scrapbook. To save the image as a Scrapbook element into the current Page, check the Import as Object checkbox. ☐ Capture a selection: Minimizes the Scrapbook, and the cursor becomes a cross hairs. To select an area to capture, use the Interactive Stylus to draw a selection rectangle. 3. Select the Go button to save to image into Scrapbook.
New Page Tool		The New Page Tool creates a new blank Page in the Scrapbook meeting. The new Page is inserted directly after the displayed Page.
Recorder Tool		See Recorder for information about how Recorder works.

Zoom Tool - Scrapbook Tools



The **Zoom Tool** allows you to zoom into or out of the Page displayed in Scrapbook.

When the **Zoom Tool** is selected, the Zoom Tool button becomes highlighted and the center of the **Scrapbook Tools** palette changes to show the zoom logo.

Change the Zoom Value of the Page	1. Select the Zoom Tool button from the Scrapbook Tools palette. 2. Select the Zoom Tool button again to display the outer option ring. 3. Select a zoom value. The available zoom options, beginning from the plus sign and moving clockwise around the tool palette are: ☐ Zoom in (plus sign): Zooms in to the Page by a factor of 1.25 to no greater than 2000% ☐ 300 % ☐ 500 % ☐ Fit Page: Compresses or expands the Page to fit into the Page display area. Fit Page can also be selected by pressing Ctrl+0. ☐ Zoom out (minus sign): Zooms out of the Page by a factor of 1.25 to no lower than 25% ☐ 50 % ☐ 100 % ☐ 200 %
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Slide Back Tool - Scrapbook Tools



The **Slide Back Tool** allows you to move to the previous Page in the Scrapbook meeting.

This tool is available only from the **Scrapbook Full Screen Tool** palette. See Full Screen View for more information.

This tool is disabled when you are on the first Page in the Scrapbook meeting.

Highlighter Tool - Scrapbook Tools



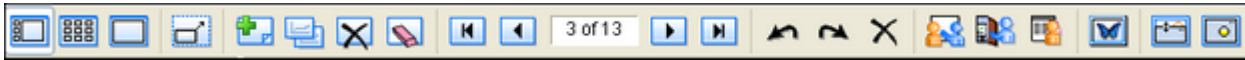
The **Highlighter Tool** allows you to annotate the displayed Page freehand.

Note: Some highlighter colors may not be visible on some computer backgrounds.

When the **Highlighter Tool** is selected, the Highlighter Tool button becomes highlighted and the center of the **Scrapbook Tools** palette changes to show the current color and line width.

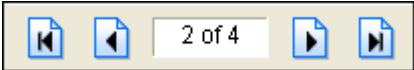
Change Color	• Select the color in the center of the Scrapbook Tools palette. The outer ring of the menu changes to display the eight color options available. • Select a color on the outer ring. Once a color has been selected, the center of the Scrapbook Tools palette changes to display the selected color. This color will remain selected until you select a new color. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring. The standard set of colors can be restored by selecting the Restore Default Colors button from the Options dialog.
Change Line Width	• Select the line width in the center of the Scrapbook Tools palette. The outer ring of the menu changes to display the four line width options available. • Select a line width on the outer ring. Once a line width has been selected, the center of the Scrapbook Tools palette changes to display the selected line width. This line width will remain selected until you select a new line width.

Scrapbook Toolbar



The following options are available on the **Scrapbook Toolbar**:

Normal (Page and Thumbnails) Thumbnails Page Only		Normal, Thumbnails, and Page Only allow you to switch between the different Scrapbook Views. You can also switch between views by pressing the following combination of keys: • Normal: Ctrl+1 • Thumbnails: Ctrl+2 • Page Only: Ctrl+3
Full Screen		Full Screen maximizes the current Page to full screen size. The Scrapbook Toolbar becomes a floating toolbar. To go to full screen: • Choose View > Full Screen, or • Select the Full Screen button from the Scrapbook Toolbar. To return to normal screen size: • Select the Full Screen button, or • Right-click the screen (press Button A on the Interactive Stylus), and select Full Screen Off from the menu that appears. See also Scrapbook Full Screen Tools for more information on working at full screen size.
New Page		New creates a new blank Page in the Scrapbook meeting. To create a new Page: • Select the New Page button, or • Choose Page > New The new Page is inserted directly after the displayed Page.
Duplicate Page		Duplicate creates a copy of the displayed Page and makes the copy the displayed Page. To duplicate a Page: 1. Select the Page to be duplicated. 2. Select the Duplicate Page button, or choose Page > Duplicate The duplicated Page is inserted directly after the selected Page.

Delete Page		Delete deletes the displayed Page. To delete a Page: 1. Select the Page to be deleted. 2. Select the Delete Page button, or choose Page > Delete.
Clear Page		Clear clears all elements from the displayed Page. To clear a Page: 1. Select the Page to be cleared. 2. Select the Clear Page button, or choose Page > Clear.
Page Selection		The Page Selection buttons are used to choose which Page to display by selecting the page number. From left to right, the Page Selection buttons are: • Jump to first Page • Previous Page • Next Page • Jump to last Page Jump to First Page and Previous Page are disabled when Page 1 is displayed. Next Page and Jump to last Page are disabled when the last page is displayed. You can also select the page number by typing the page number directly into the text box and pressing Enter, or using the Go To Page... option found in the Page Menu.
Undo		Undo cancels the last change on a Scrapbook Page. It is possible to undo all changes to return the Scrapbook Page to a totally empty state. Undo applies only to the current Page. To Undo: • Select the Undo button, or • Choose Edit > Undo, or • Press Ctrl+Z.
Redo		Redo allows you to redo the last undone change, provided you had previously used the Undo Tool. If you have used Undo multiple times, you can redo the changes back to the beginning of the undo series. Redo is disabled once a new change has been made to the Page. Redo applies only to the current Page. To Redo: • Select the Redo button, or • Choose Edit > Redo, or • Press Ctrl+Y.
Delete Object		Delete Object deletes the selected element. To delete an element:

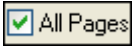
		1. Use the Select Tool to select the element. 2. Select the Delete Object button, or choose Edit > Delete.
Share/End Meeting		Share Meeting allows a meeting host to share a Scrapbook meeting over the Internet/intranet. While a meeting is being shared, this button becomes the End Meeting button. See Share a Meeting for more information.
Join Meeting		Join Meeting allows invited participants to log into a shared Scrapbook meeting. See Join a Meeting for more information.
Participant View		Participants opens the Participants window. The Participants window allows you to see who is attending a shared Scrapbook meeting. The Participants window can also be opened by pressing Ctrl+4. See What is a Shared Meeting? and Participants for more information.
Gallery		The Gallery button opens Scrapbook's integrated clip-art Gallery. You can use this feature to add graphics from the provided library of clip art to your presentations. You can also add your own directories to the Gallery. See Gallery, Scrapbook Elements and Background Settings for more information on working with images.
Use Cover Sheet		Use Cover Sheet brings up a window-shade like feature that allows you to cover part of your page. You can size the sheet during your presentation as well as set its orientation and transparency. See Cover Sheet for more information.
Spotlight		Spotlight is useful for drawing attention to a particular region of your desktop. You can now highlight a specific area of your desktop and use the Spotlight Options menu to customize the spotlight. You can move the spotlight anywhere on the screen, change its shape, and adjust its transparency. See Spotlight for more information.
Move Toolbar		The Move Toolbar button allows you to move the toolbar to the top or bottom of the application window.

Playback

The **Playback** Toolbar can be opened by choosing View > Toolbar > Playback.

The **Playback Toolbar** allows you to replay the meeting like a movie. The meeting can be played forward line by line and at varying speeds. Playback can be restricted to either the current Page, or set to play all Pages.

The following Playback tools are available on the **Playback Toolbar** (View > Toolbar > Playback). You can also select Play All Pages, Loop and Speed from the Page Menu > Playback sub-menu.

Jump to Beginning		Jumps to the beginning of the Scrapbook meeting (if All Pages is checked) or to the beginning of the selected Page.
Drag Control Slider		Allows you to step through the meeting forward or reverse by using the Interactive Stylus or your mouse to drag the drag bar on the drag line, or to immediately jump to a specific point in the meeting by dragging the drag bar to a location on the drag line.
Play		Replays the entire Scrapbook meeting (if All Pages is checked) or the selected Page from beginning to end. During playback, the Play button changes to a Stop button, allowing you to stop the playback.
Jump to End		Jumps to the end of the Scrapbook meeting (if All Pages is checked) or the beginning of the selected Page.
All Pages		Sets the number of pages played. If All Pages is checked, selecting Play causes the entire meeting to be played back. If All Pages is not checked, only the currently displayed page is played back. You also can set this option in the Page > Playback sub-menu.
Loop		Option for looping through the entire Scrapbook meeting (if All Pages is checked) or for looping the selected page. You also can set this option in the Page > Playback sub-menu.
Play Speed		Sets the speed at which the meeting is played. The slowest speed is 0.5x; the fastest speed is 8.0x. You also can set this option in the Page > Playback sub-menu.

Note: Playback is enabled only when the Page and Thumbnails View or Page View are selected. See Scrapbook Views for more information.

Scrapbook Elements

The content of a Scrapbook Page is made up of several types of objects known as **elements**. These elements are annotations, shapes, text boxes, image files, and Flash files. Each element is selectable using the Select Tool.

See the following topics:

- **What is a Scrapbook Element?:** This topic defines the Annotation, Text Box, Image File, and Flash file elements.
- **How to use Scrapbook Elements:** Describes things you can do with Scrapbook elements, such as moving, duplicating, locking, etc.

What is a Scrapbook Element?

Scrapbook elements are described in the following table.

Element	Description
Annotations	Annotations are lines drawn on the Scrapbook Page using the Pen Tool or Highlighter Tool. Once drawn, the line becomes an element that can be moved, rotated, resized, grouped, etc. Annotation lines are automatically grouped with other lines based on how closely the annotations are drawn together and the elapsed time between the drawing of the lines. Grouping is done to preserve groups of lines that are meant to stay together, such as letters, numbers, shapes, etc. Autogrouping can be turned on or off in the Scrapbook Options dialog. Choose Edit > Options to open the Options dialog, and then choose Preferences. Uncheck Autogroup pen and highlighter strokes to turn grouping off. See Group and ungroup an element. Annotations can not be modified using the Scrapbook Elements Edit Toolbar (a.k.a, the Object Edit Tools).
Shapes	Shapes are drawn on the Scrapbook Page using the Shapes Tool. Once drawn, the shapes becomes an element that can be moved, rotated, resized, grouped, etc. Notes: • Shapes cannot be modified using the Scrapbook Elements Edit Toolbar (a.k.a, the Object Edit Tools). • Shapes cannot be erased using the Eraser Tool. • When adding a hyperlink to a shape, the hyperlink icon may not always appear on the shapes, but may instead appear near the shape.
Text Boxes	A text box is an element that displays typed text on the Scrapbook Page. See Text Tool for more information.
Image Files	Image files, such as JPG and GIF images, can be imported into the Scrapbook Page as elements. To import an image file as an element: • Choose View > Gallery, or select the Gallery icon on the Scrapbook Toolbar to open the Gallery. The Gallery allows you to import an image file from a directory as a Scrapbook Page element or as a Background. If you choose Import As Object, the picture you select appears on your page as an element that you can manipulate. • Choose Page > Add Image to browse your computer to find the image filename. • Drag-and-drop the image file from your desktop or Explorer directly onto the Scrapbook Page. • You can also drag and drop some types of files, such as Excel, Word, and PowerPoint from your desktop onto a Scrapbook Page and work with the resulting images as elements. In multipage files, you will be prompted to select the page to use. See Background Settings for information on how to import multipage files as background images. Supported file formats for image files:

	• Bitmap (*.bmp) • Graphic Files (*.gif, *.jpg, *.ico, *.emf, *.wmf, *.png) • Excel Spreadsheets (*.xls). See Import an Excel Spreadsheet. • PowerPoint Presentations (*.ppt). See Import a PowerPoint Presentation. • Word Document (*.doc, *.rtf). See Import a Word document. • Excel, PowerPoint, and Word documents can only be loaded as elements one page at a time. To load more than one page at a time, see Background Settings. • If you attempt to load a file type that is not supported the Page will display a file icon and the filename, but will not attempt to load that file into the page.
Flash Files	Flash file in *.swf (Flash file) and *.flv (Flash movie) formats can be imported into the Scrapbook Page as elements. Scrapbook will automatically embed play controls into your Flash element so you can use them with your Select tool to play, pause, rewind, or fast forward the movie. There is also a progress bar which you can use to move to any particular point in the playback. To import Flash into a Scrapbook Page: • Choose Page > Add Flash File... and select the file in the Open dialog box, or • Drag-and-drop the Flash file onto your Scrapbook Page. Notes: • The entire Flash file will be embedded into your Scrapbook file, so it can greatly increase your file size. • Due to the size of the Flash elements, they are not shared during a shared meeting. A container will appear in the participant Page, but video will not run. • Flash elements can not be grouped, added to the Master Page, deleted using the Del key, or modified using the Scrapbook Elements Edit Toolbar (a.k.a, the Object Edit Tools).

How to use Scrapbook Elements

See the following Scrapbook elements topics:

- Select individual or multiple elements
- Cut, copy, paste, duplicate, set orientation, and delete elements (on the Edit Menu)
- Lock (protect) an element
- Move, rotate, and resize elements
- Align and distribute elements
- Move elements in front of or behind other elements
- Group and ungroup elements
- Edit Scrapbook Elements
- Hyperlink a Scrapbook Element

Select elements individually or in groups



Select an individual element

To select an element, choose the Select Tool from Scrapbook Tool Palette and use it to select the element in the Scrapbook Page. The element is now selected and will have drag handles and a rotate handle. The element will remain selected until it is deselected.

Deselect an element

To deselect an element, use the Select Tool to select anywhere outside the element's selection area or select another tool from the Scrapbook Tool Palette. The element is now deselected. Likewise, multiple ungrouped elements and line arrow can be deselected this way.

Select multiple ungrouped elements

To select multiple ungrouped elements, draw a rectangle around the elements with the Select Tool. The elements are selected but are not grouped. The elements will remain selected together until deselected.

You can also select multiple elements by using the Ctrl key. Once you select one element using the Select Tool, press and hold the Ctrl key on the keyboard and repeat for additional elements. Elements will remain selected until deselected.

Select all elements

To select all elements on a Scrapbook Page at once:

- Select Edit > Select All,
- Right-click (Press Button A on your Interactive Stylus) the Page and select Select All, or
- Press Ctrl+A on your keyboard.

Lock (protect) an element

Locking a Scrapbook Element protects it from being modified in any way. Once an element is locked, it cannot be moved, rotated, resized, cut, copied, duplicated, deleted, ordered, grouped, aligned, oriented, edited, or reset. The element can be unlocked and hyperlinked.

When you select a mixture of locked and unlocked elements, none of the selected elements can be manipulated. To modify locked elements they must first be unlocked.

Lock an element

1. Select the element(s). See Select elements individually or in groups for a descriptions of how to select Scrapbook Elements.
2. Right-click (Press Button A on your Interactive Stylus) the element and select Lock > Lock from the menu.

The element is now locked. The drag and rotate handles are replaced with a black border and an image of a lock appears in the center of the element; they will remain visible until deselected. The element will remain locked in that particular place on the scrapbook page until it is unlocked.

Unlock a locked element

1. Select the locked element(s). See Select elements individually or in groups for a descriptions of how to select Scrapbook Elements.
2. Right-click (Press Button A on your Interactive Stylus) the element and select Lock > Unlock from the menu.

The element is now unlocked and can be modified.

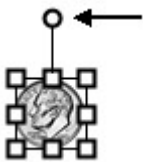
Move, rotate, and resize an element

See Select elements individually or in groups for a descriptions of how to select Scrapbook Elements.

Move an element

To move an individual element on the Scrapbook Page, tap and hold anywhere within the selected element and drag it to the new location. It is not necessary to first select the element.

To move multiple ungrouped elements at one time, you must first select the multiple elements using the Select Tool to draw a rectangle around the elements. Tap and hold anywhere within the group of selected elements and drag the group to the new location.



Rotate an element

To rotate one or more elements:

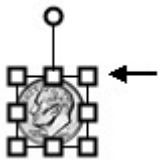
4. Select the element(s).
5. Tap and hold the top handle. The mouse cursor will change to circular arrows to indicate that you are ready to rotate the elements.

Note: If multiple elements are selected, tap and hold any of the element rotate handles to rotate all.

6. Drag the handle clockwise or counter-clockwise to rotate.

Notes:

- During rotation the object is redrawn continuously. The smoothness of the rotation depends on the speed of the computer; on slower computers, the rotation will be less smooth.
- Line and arrows shapes drawn using the Scrapbook Tool Palette's Shapes Tool do not have rotate handles.



Resize an element

You can only resize one element at a time.

To resize an element:

3. Select the element.
4. Tap and hold a handle (located on all four corners and all four sides of the boundary box of the element) and drag. The element will resize as you drag.

- **Maintain Aspect Ratio:** To maintain the element's aspect ratio while resizing, only drag using a corner drag handle.
- **Ignore Aspect Ratio:** To resize an element without maintaining the element's aspect ratio, drag using a side drag handle.

If an error in sizing is made, an element can be returned to its original size by choosing Edit > Reset Image Properties.

Note: The element is redrawn continuously during resizing.

Align and distribute elements

Alignment is used to align selected Scrapbook elements relative to each other. Distribute is used to distribute Scrapbook elements equal distances from each other.

Align a set of Scrapbook elements

1. Use the Select Tool to select the element(s). See Select elements individually or in groups.
2. Select your alignment option. The options are:
 - **Align Left:** The elements will align vertically to the left edge of the left most object.
 - **Align Center:** The elements will align vertically to the averaged center point of all the elements.
 - **Align Right:** The elements will align vertically to the right edge of the right most element.
 - **Align Top:** The elements will align horizontally to the top edge of the highest object.
 - **Align Middle:** The elements will align horizontally to the averaged center point of all the elements.
 - **Align Bottom:** The elements will align horizontally to the bottom edge of the lowest object.

Note: All alignment options can also be selected from the Right-click (Press Button A on your Interactive Stylus) Alignment menu.

Distribute a set of Scrapbook elements

1. Use the Select Tool to select the element(s). See Select elements individually or in groups.
2. Select your distribution option from the Edit > Alignment menu. The options are:
 - **Distribute Horizontally:** The elements will be distributed evenly and horizontally between the center points of the left and right most elements.
 - **Distribute Vertically:** The elements will be distributed vertically and evenly between the center points of the top and bottom elements.

Note: All distribute options can also be selected from the Right-click (Press Button A on your Interactive Stylus) Alignment menu.

Move an element forward or backward

Elements exist on a Scrapbook Page in order. The last element added to a Page will be on top of and may cover elements added previously. The order that elements are displayed in is referred to as the Z-order.

To move an element forward or backward in the Z-order, first you must select the element. Select an element using the Select Tool (arrow tool). Once an element is selected it can be moved by choosing one of the following options from the Edit menu: Bring to Front, Send to Back, Bring Forward, or Send Backward.

Bring an element to the front

1. Use the Select Tool and select the element you want to bring to the front.
2. To Bring to Front:
 - Choose Edit > Order > Bring to Front, or
 - Right-click (Press Button A on your Interactive Stylus) the element and select Order > Bring to Front.

The selected element is now on top of all other elements on the Page.

Send an element to the back

1. Use the Select Tool and select the element you want to move to the back.
2. To Send to Back:
 - Choose Edit > Order > Send to Back, or
 - Right-click (Press Button A on your Interactive Stylus) the element and select Order > Send to Back.

The selected element is sent to the bottom of the element Z-order. This element can now be covered up by all other elements on the Page.

Bring an element forward

1. Use the Select Tool and select the element you want to bring forward.
2. To Bring Forward:
 - Choose Edit > Order > Bring Forward, or
 - Right-click (Press Button A on your Interactive Stylus) the element and select Order > Bring Forward.

The selected element is brought forward one position in the element Z-order.

Send an element backward

1. Use the Select Tool and select the element you want to send backward.
2. To Send Backward:

- Choose Edit > Order > Send Backward, or
- Right-click (Press Button A on your Interactive Stylus) the element and select Order > Send Backward

The selected element is moved back one position in the element Z-order.

Group and ungroup an element

Grouping is used to manipulate a group of elements at the same time. A group of elements can appear as a single element and be moved, rotated, resized, and copied as a single element.

Group elements

To group elements together, use the Select Tool to draw a bounding rectangle around a group of elements, and then choose Edit > Order > Group. All elements will now share a single bounding rectangle and are manipulated as a single element.

Ungroup elements

To ungroup grouped elements, use the Select Tool to select the grouped element, and then choose Edit > Order > Ungroup. Each individual element will now have its own bounding rectangle and can be manipulated individually.

Note: Autogrouping can be turned on or off in the Scrapbook Options dialog. Choose Edit > Options to open the Options dialog, and then choose Preferences. Uncheck **Autogroup pen and highlighter strokes** to turn grouping off.

Scrapbook Elements Edit Toolbar

Scrapbook includes an **Object Edit Tools** toolbar that can be used to modify the transparency of or to crop Image elements.

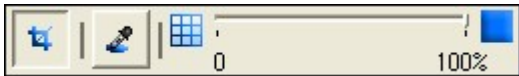
The Object Edit Tools cannot modify Flash files, Annotation elements, or Text Box elements.

Note: The Object Edit Tools can only be used on single elements. You cannot open the toolbar when you have selected multiple elements or have selected grouped image elements.

To open the toolbar:

- Double-click a single element, or
- Use the Select Tool to select the element and then choose **Edit** from the Right-click (Press Button A on your Interactive Stylus) menu.

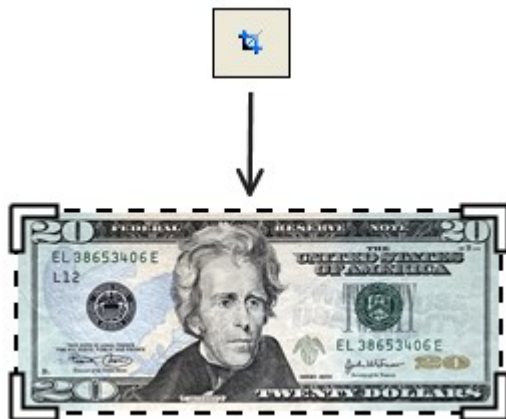
Object Edit Tools Toolbar



The Object Edit Tools toolbar contain the following tools:

- Crop Tool
- Transparency Tool and Transparency Slider

Crop Tool



The **Crop Tool** is used to remove the outer parts of an image element (see Scrapbook Elements).

The Crop Tool is the default tool selection when you open the Object Edit Tools.

When the Crop Tool is selected, crop handles appear at the corners of the selected Scrapbook element's bounding box; the cursor changes to cropping cursor while inside the bounding box.

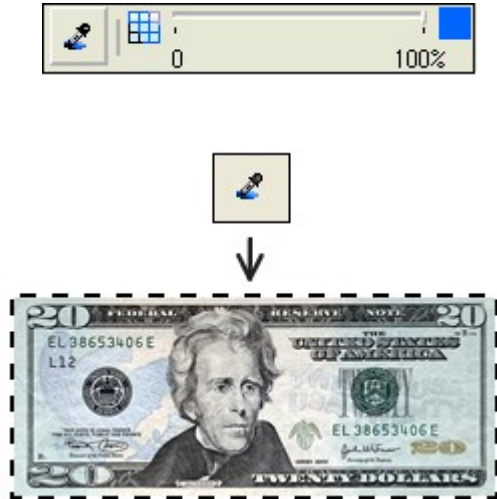
To crop the Scrapbook element, move any of the crop handles. You will be able to see the entire image, although the part of the image you are cropping out will be shaded grey.

To close out of the Crop Tool, deselect the object.

If an error is made or you just want to restore the original image:

- Select Edit Menu > **Reset Image Properties**, or
- Choose **Reset Image Properties** from the Right-click (Press Button A on your Interactive Stylus) menu.

Transparency Tool and Transparency Slider



Transparency is used to render part of an image element transparent. This is useful for removing image backgrounds or similar functions. The transparency tools consist of the Transparency Dropper and the Transparency Slider (shown to the left from left to right).

The Transparency Tool (dropper) is used to set individual colors transparent. When you use the Transparency Tool dropper to select a single color, it will render that color transparent as well as any color within 5 values of that color.(+/-, 5, 5 of RGB).

The Transparency Slider is used to globally set the transparency of the entire element at once.

If an error is made while using the Transparency tools or you just want to restore the original image:

- Select Edit Menu > **Reset Image Properties**, or
- Choose **Reset Image Properties** from the Right-click (Press Button A on your Interactive Stylus) menu.

See the following transparency topics:

- Set single color transparency within an element
- Set multiple color transparency within an element
- Set transparency of an element using the Transparency Slider

Set single color transparency within an element

The default behavior of the **Transparency Tool** is to only render one color transparent at a time. If you set one color to transparent and then attempt to pick a new color to set transparent, the original color will be restored.

To set a single color transparent:

7. Select the element and open the Object Edit Tools.
8. Select the Transparency Tool (dropper button).

When the Transparency Tool is selected, the bounding box changes to have no handles; the cursor changes to the transparency dropper while inside the bounding box.

Note: The bounding box will only pick visible pixels as transparent pixels from the border or background will be automatically cropped.

9. Select a color within the selected Scrapbook element.

The selected color everywhere within the Scrapbook element is now transparent.

Set multiple color transparency within an element

To set multiple colors to be transparent:

1. Follow the directions under Set single color transparency within an element.
2. Hold down either the Shift or Control Key while selecting the additional colors.

Set transparency of an element using the Transparency Slider

You can adjust or set the global transparency of an element any time the Object Edit Tools are open regardless of the currently selected edit tool.

Use the Transparency Slider to select a setting between 100% opaque (default) to 0% opaque.

Hyperlinked Elements

A **hyperlinked element** is a Scrapbook element contained in a Scrapbook Page that also contains a hyperlink. A hyperlinked element can be identified by the icon of a globe displayed in the bottom left corner of the element.

Use your Select Tool to select the globe icon within the element to cause your default web browser to open to the hyperlink URL address.

The following topics describe how to add, edit, and remove hyperlinks when working with Scrapbook elements.

- Add a hyperlink to an image, annotation, shape, or Flash element
- Edit or remove a hyperlink attached to an image, annotation, shape, or Flash element
- Add a hyperlink to a text box
- Edit a hyperlink attached to a text box
- Remove a hyperlink attached to a text box

Using hyperlinks with image, annotation, shape, or Flash elements

Add a hyperlink to an image, annotation, shape, or Flash element

1. Use the Select Tool to select the image or annotation element.
2. Choose Page > Add Hyperlink...
3. Type in a standard URL address, such as "www.address.com" into the **Add Hyperlink** dialog box.
4. Select the **OK** button.

Edit or remove a hyperlink attached to an image, annotation, shape, or Flash element

1. Use the Select Tool to select the image or annotation element.
2. Choose Page > Edit Hyperlink...
3. Change the URL address and select the **OK** button, or click the **Remove Hyperlink** button.
Note: Remove Hyperlink will not delete the element.

Using hyperlinks with text boxes

Add a hyperlink to a text box

1. Use the Text Tool to create a text box.
2. Type in a standard URL address, such as "www.address.com".
3. Click/Tap outside of the box to finalize the text box.

Scrapbook recognizes the standard URL address format and will attach a hyperlink icon to the text box.

or:

1. Select the Text Tool.
2. Choose Page > Add Hyperlink...
3. Type in a standard URL address, such as "www.address.com" into the **Add Hyperlink** dialog box.
4. Select the **OK** button.

A new text box is created that shows the address text and contains a hyperlink icon.

Edit a hyperlink attached to a text box

1. Select the text box by either clicking the text box with the Text Tool or double-clicking the text box with the Select Tool.
2. Make all changes to the URL address.
3. Click/Tap outside of the box to finalize the text box.

If, after the text change, Scrapbook does not recognize the text as a standard URL address format, the hyperlink icon will be removed.

Remove a hyperlink attached to a text box

See Edit a hyperlink attached to a Text Box to see how to remove the hyperlink without deleting the text box, or:

1. Select the text box with the Select Tool.
2. Select the **Delete Object** button from the Scrapbook Toolbar, or press the **Delete** button on your keyboard.

Background Settings

Background Settings allow you to set a color, image or document as the background for any Scrapbook Page. Scrapbook elements remain visible in front of the background settings and during a shared meeting. Background Settings are displayed to all participants (see Share a meeting).

To open the **Scrapbook Background Settings** dialog box, select Background Settings from the Page menu in the Scrapbook window.

The Page Background can be set in the following ways:

- print to eBeam Scrapbook Image Writer as a background,
- a quick import from File > Import/Merge,
- the Background Settings dialog box,
- importing images from the Gallery, or
- setting a Master Page.

See Supported File Formats for information on which file types can be imported by **Background Settings** as a background image.

Print to eBeam Scrapbook Image Writer

From any application that can print, you can select **File > Print**, then choose **eBeam Scrapbook Image Writer** from the **Print** dialog box. Publish any document, including PDFs, to the Scrapbook as a background by printing to the eBeam Scrapbook Image Writer. The entire document exports to Scrapbook. Each page of the source document will be exported to Scrapbook as a background on individual pages.

Import a background image from the File Menu

Selecting **File > Import/Merge** opens a standard **Open File** dialog box that allows you to import Excel, PowerPoint, and Word files into the Scrapbook Page background. Navigate to the file location and select OK to load the file.

Using Background Settings

The Page > **Background Settings** option in Scrapbook allows you to:

- import an image file, MS Excel, Word, and PowerPoint files, screen captures, or data from the clipboard as a background image on the selected Page.
- set any color for the background of the Page.
- turn on/off grid lines for that Page. (any imported background images remain in the background of the Page).

The following table describes the **Background Settings** dialog box features.

Background Settings options	All options affect the displayed Page or selected Thumbnail in Scrapbook. • Load Background: Opens the standard Open dialog box. To load an image, navigate to and select the file you want to load into the Page background, and then select Open. • Load from Clipboard: Loads data from the computer's clipboard as the background image. If there are no data in the computer's clipboard, this button is disabled. • Remove Image: Removes the background image from the Page. Any annotations will remain on the Page. • File Scaling Options: ☐ Do Not Scale: The file is imported into the background as is. This option is not available if the image size is bigger than the Page size. ☐ Scale Proportionally: The file is scaled to fit as much of the Page as possible while retaining the aspect ratio. ☐ Scale to Fit: The file is scaled to fit the Page completely. The aspect ratio is not preserved. ☐ Tile / Repeat: The file is tiled over the entire Page. This option is not available for files with more than 1 page. This option is not available if the image size is bigger than the Page size. • Transparency: The Transparency of a background image on a page can be adjusted. Change the transparency of a single Page background by opening the Background Settings dialog when that Page is displayed and adjust the Transparency slider control in Options. Adjusting the transparency while importing a multi-page file will cause all pages in the file to be imported at the selected transparency level. See Import a PowerPoint Presentation, Import an Excel Spreadsheet, or Import a Word Document for more information about importing these file formats.
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Background Settings Color	The background of the Page can be set to any Windows supported color. • Color: Select the Color checkbox to turn background color on. • Solid: Select the Solid radio button to cause the background color to be displayed as a solid color. When Solid is selected, you can change the background color by selecting the Edit button. • Gradient: Select the Gradient button to cause the background color to be displayed as a blend of two colors. When Gradient is selected, you can change the two colors to be blended by selecting either Edit button.
Background Settings Grid / Lines	A Grid or Lines can be shown over any background color or image. • Grid / Lines: Select the Grid/Lines checkbox to turn background grid/lines on. • Style: Select the Style pull-down list to show a grid or simply horizontal lines. • Line Width: Select the Line Width pull-down list to set the line width. • Color: Select the Edit button to change the line color. • Transparency: Set the transparency of the lines by adjusting the transparency slider control.

Supported file formats for Background Settings:

- Bitmap (*.bmp)
- Graphic Files (*.gif, *.jpg, *.tif, *.ico, *.emf, *.wmf)
- Excel Spreadsheets (*.xls). See Import an Excel Spreadsheet.
- PowerPoint Presentations (*.ppt). See Import a PowerPoint Presentation.
- Word Document (*.doc, *.rtf). See Import a Word document.
- If you attempt to load a file type that is not supported, the Page will display a file icon and the filename, but will not attempt to load that file into the page.

Gallery

Gallery Overview

Gallery

With Scrapbook's Gallery, you can quickly add graphics and photographs as Scrapbook Elements or as Scrapbook Page Backgrounds. Scrapbook's Gallery includes a centralized image directory used to organize multiple image directories located on your PC or on your network. It also includes a place to store and reference Favorite images, Templates, and a search capability that accesses Flickr online.

Sample Folder

The Gallery installs by default with a complimentary clip-art library included in the Sample Folder so you can begin working with the Gallery immediately. You can add Links to Folders in the Gallery that point to folders and directories elsewhere on your computer or on your network. This makes it easier for you to work with a much wider range of images than those included in the Sample Folder.

Favorites Folder

Using the Favorites folder, you can store thumbnail short-cuts to any number of images you need to reference repeatedly when working on Scrapbook pages.

Templates Folder

If you have certain page layouts that you use often, you will want to leverage the Templates folder. You can create and store numerous template pages containing backgrounds and page elements. When it comes time to put together a presentation, starting out with a template can save you time.

Flickr Search

If you have internet access, you can use the Gallery's Flickr feature. With our Flickr search capability, you can easily search the virtually limitless body of photographs stored on www.flickr.com. This vastly expands the palette you have to work with when integrating images as Scrapbook Elements or Scrapbook Page Backgrounds.

Organization of the Gallery

Please see the following sections to familiarize yourself with the basic organization of the Scrapbook Gallery:

- Accessing the Gallery
- Gallery Directory Tree
- Gallery Toolbar
- Preview Pane
- Gallery Options

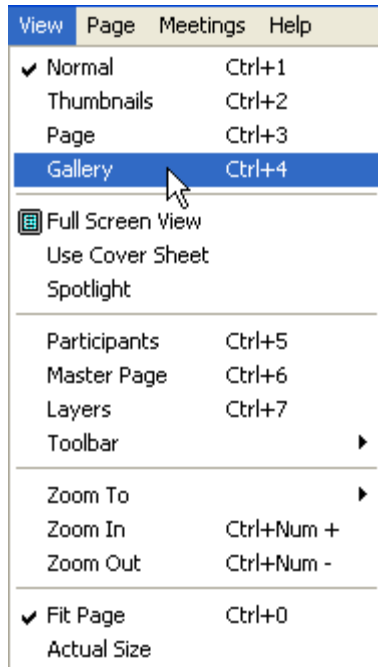
Accessing the Gallery

If you had the Gallery open the last time you used Scrapbook, the Gallery will already be open when you launch Scrapbook. Otherwise, you will need to open the Gallery to access its images.

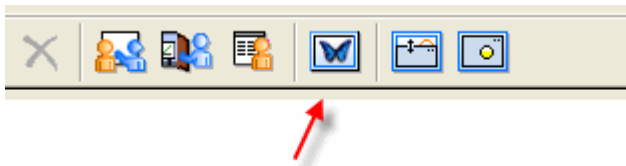
To open the Gallery

You can open the Gallery several ways:

1. From the Scrapbook menu, select **View**, then **Gallery**.



2. Or press **Ctrl+4** on your keyboard (*note: Ctrl + the number 4, not F4*).
3. Or select the **Gallery** button from the Scrapbook Toolbar.



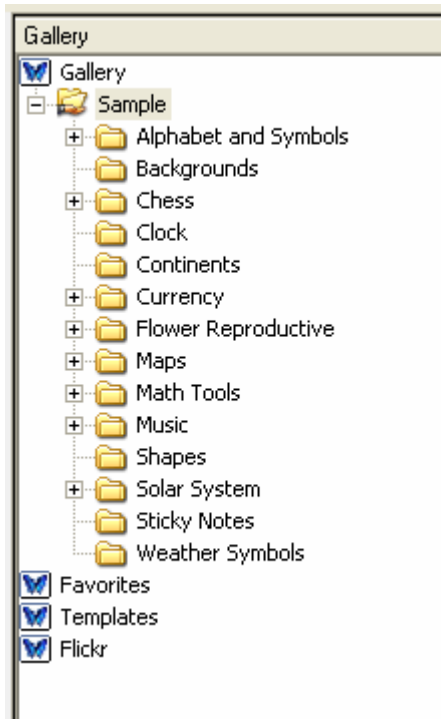
The Gallery directory tree, toolbar, preview pane and options toolbar display on the right side of the Scrapbook window.

Note: You can resize the height and width of the Gallery panels to enlarge the Preview Pane.

After opening the Gallery, you will see it on the right side of the Scrapbook window. The upper right area displays the Gallery directory tree, including all directories linked to the Gallery. Each directory (Gallery, Favorites, Templates and Flickr) is visible and can be accessed through the upper right area.

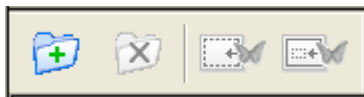
Gallery Directory Tree

Scrapbook includes a Gallery directory named **Sample**. If you expand the Sample directory, you will see a number of sub-directories with various categories of clip art available.



Gallery Toolbar

Beneath the Gallery Directory Tree is the Gallery Toolbar.



The Gallery Toolbar contains (from left to right) the Add Folder (or Add Link to Folder), Delete Folder (or Remove Link to Folder), Add as Background, and Add as Object buttons. More about these shortly.

Preview Pane

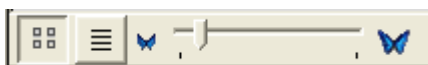
The Preview Pane displays the image files contained in the directory you have selected in the Gallery Directory Tree including Favorites, Templates and Flickr. The Gallery is compatible with the following image file types:

Bitmap (*.bmp)

Graphic Files (*.gif, *.jpg, *.ico, *.emf, *.wmf, *.png)

Gallery Options

You can set the image view options for the Preview Pane using the Gallery Options toolbar. These toolbar settings apply to any images you are currently viewing in the Preview Pane.



If you select the Show Thumbnails icon (the first button on the left), the Preview Pane displays the images as thumbnails. If you select the Show List icon (the second button from the left), the Preview Pane displays the images as a list of filenames including a very small file type icon as a

scrolling list.

Use the thumbnail size slider bar to reduce or enlarge the size of the thumbnail images. The slider bar is not visible when you have selected the List view.

Adding Images to Scrapbook Pages

You can import an image from the Gallery into a Scrapbook Page either as a Scrapbook Element or as a Background Image. If you import an object as a Scrapbook Element, then you can later move, rotate, resize, copy/paste, and edit the object within the Scrapbook Page. If you import an object as a Background Image, then the image is imported into the background of the selected Scrapbook Page and cannot be edited the same way you can edit a Scrapbook Element. However, you can modify certain aspects of the Background Image's appearance through the Background Settings.

To add an image as a Scrapbook Element

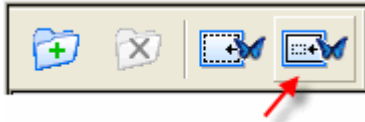
To add multiple images as Scrapbook Elements

To add an image as a Scrapbook Page Background

Related Topics: Master Page

To add an image as a Scrapbook Element

1. Select a Scrapbook Page.
2. Search for an image using the Gallery Folders, the Favorites Folder(s) or the Flickr search capability.
3. Once you have located the image you want to use, select it in the Preview Pane.
4. Use one of the following methods to add the image to the Scrapbook page:
 - a. With the image selected in the Preview Pane, select the **Add as Object** button from the Gallery Toolbar.



- b. Or drag-and-drop the object from the Preview Pane onto the Scrapbook Page.
- c. Or double-click the object in the Preview Pane.

The object displays on the Scrapbook Page as a Scrapbook Element (with handles for manipulating the object).

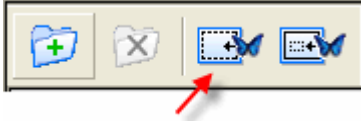
To add multiple images as Scrapbook Elements

1. Select a Scrapbook Page.
 2. Search for images using the Gallery Folders, the Favorites Folder(s) or the Flickr search capability.
 5. Once you have located the images you want to use, select them in the Preview Pane by pressing Shift+Select or Ctrl+Select while clicking on the images. With Shift+Select, you can select multiple contiguous images. With Ctrl+Select, you can select multiple non-contiguous images.
 3. Use one of the following methods to add the image to the Scrapbook page:
 - a. Select the **Add as Object** button from the Gallery Toolbar.
 - b. Or right-click on your selected images, then select **Add as Object**.
 - c. Or drag and drop your selected images from the Gallery into the Scrapbook Page.
 - d. Or drag and drop your selected images from the Gallery into the Scrapbook Page Thumbnails. The images will be pasted according to where you place your cursor.
- Scrapbook adds your selected images into the Scrapbook Page as Scrapbook Elements.

Note: With multiple images selected, the Add Object as Background option is not available, since the background can consist of only one image.

To add an image as a Scrapbook Page Background

1. Select a Scrapbook Page.
2. Select an image using the Gallery Directory Tree and Preview Pane.
3. With the image selected in the Preview Pane, select the **Add as Background** button from the Gallery Toolbar.

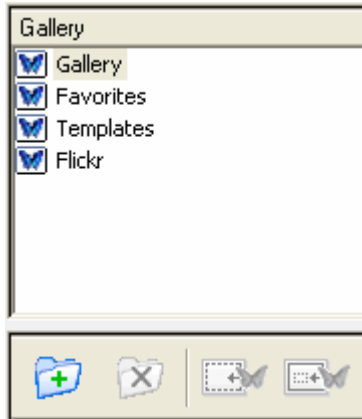


The object is now shown on the Scrapbook Page as a background. The background image has a default scale setting of Scale Proportionally. To change this setting, select the Page menu, then Background Settings.

In the Background Settings dialog, select a scale setting from the Options section of the dialog.

Gallery Folders

The Gallery Folders are highly customizable. Initially, there are four folders: Gallery, Favorites, Templates and Flickr.



You can add and remove folders to suit your individual requirements for organizing and accessing images.

- Gallery Folder: Can add and remove links to folders
- Favorites: Can add and remove folders
- Templates: Can add and remove links to folders
- Flickr: Cannot add or remove folders

Opening the Gallery Folders

Adding and Removing Links to Folders

Opening the Gallery Folders

By opening the Gallery folders, you can access all the imagery and symbols that are included in the Sample folder and use them in your Scrapbook pages as Elements or Backgrounds.

To open the Gallery folders

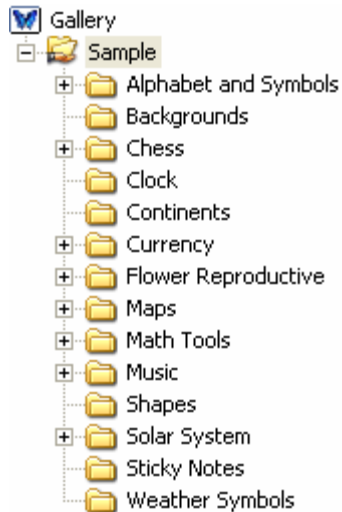
1. From the Gallery Directory Tree, double-click the Gallery folder icon.



The Gallery displays the Sample folder by default and any other folders you may choose to add.



2. Double-click the Sample sub-folder, or click its plus symbol to expand the view of sub-folders that are inside the Sample folder.



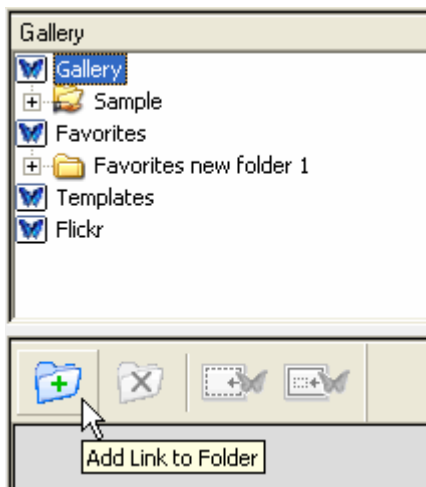
You will find useful common symbols and images within the Sample sub-folders. You can use these symbols and images as Scrapbook Elements or Backgrounds.

Adding and Removing Links to Folders

For your convenience and ease of access, you can add any directory that your computer can access to the Gallery Directory Tree. You can name it anything you like and link it to any directory that your computer can access.

To Add a Link to a Folder

1. With the Gallery folder selected, select the **Add Link to Folder** button.



The Add Link to Folder dialog box opens.

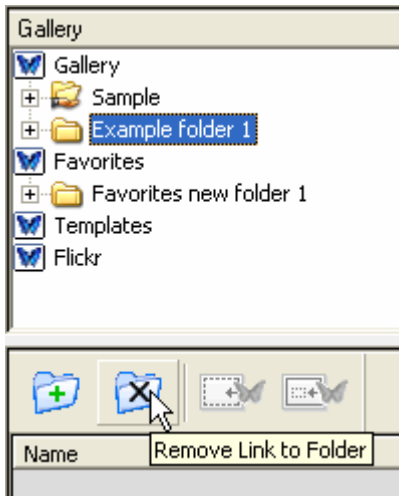
2. Fill in the name for the folder you want to create and see in the Gallery's directory tree. You are free to name this anything you like. It does not have to match the folder name used on your computer.
3. Select the **Browse...** button. The Browse for Folder dialog box opens.
4. Navigate to the directory you'd like to add and select it.
5. Select **OK**. If you select a Folder from your File Directory, the Folder name will be auto-filled with the Folder's name and the Folder Location field will automatically show the

path.

6. Select **OK** in the Add Link to Folder dialog box. The link to a folder you created is now shown in the Gallery Directory Tree.
7. Select your newly created link name to see its images in the Gallery Preview Pane.

To Remove a Link to a Folder

1. Select the folder you want to remove from the Gallery Directory Tree.
2. Select the **Remove Link to Folder** button.



The Remove Link to Folder confirmation window displays.

3. Select **Remove**. The folder is removed from the Gallery Directory Tree.

Note: This does not delete the folder itself from your computer or network, it deletes only the link to the folder in the Gallery Directory Tree.

Favorites

By leveraging the Favorites Folder, you can quickly and easily access the images and photographs you need most often. You can build out sub-folders under the Favorites folder if you like. A favorite is a short-cut to or a reference to actual files you have in the Gallery. Deleting a favorite does not delete the actual file, it deletes only the reference to that file in your Favorites folder.

Populating the Favorites Folder

Using Favorites on Scrapbook Pages

Working with Favorites Folders and Sub-Folders

Right-Click Menu Options for Favorite Images

Populating the Favorites Folder

The Favorites folder does not come pre-populated with images. Its purpose is to make it easier for you to reference files that are your personal favorites. It is up to you to populate the Favorites folder.

To add a Gallery Object to the Favorites Folder

1. Select a Gallery Object from the Preview Pane.
2. Drag and drop your selected Gallery Object into the Favorites folder, or right-click on your selected Gallery Object and choose **Add to Favorites**. A reference to the Gallery Object is saved to the Favorites root folder.

To remove a Gallery Object from Favorites Folder

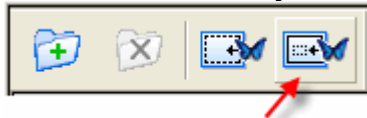
1. Select the Favorites folder or sub-folder that contains the reference to the object you want to remove.
2. From the Preview Pane, select the item you want to remove.
3. Right-click on your selected item and choose **Delete Favorites**, or press the Delete key on your keyboard. The reference to the Gallery Object is removed from the Favorites folder.

Using Favorites on Scrapbook Pages

After populating the Favorites folder, you have convenient access to your favorite images to use as either objects or backgrounds on Scrapbook pages.

To add a Favorite Object as a Page Object in Scrapbook

1. Using the Favorites folder and/or sub-folders along with the Preview Pane, select the object you want to add.
2. Add your selected object using one of the following methods:
 - a. Click on the **Add as Object** icon.



- b. Right-click on your selected object and choose **Add as Object**.
- c. Drag and drop your selected object from the Preview Pane onto your Scrapbook Page.
- d. Drag and drop your selected object from the Preview Pane onto the Scrapbook Thumbnail.

Your selected object is now added as a Scrapbook Page Object.

Note: To select multiple objects, use the method described immediately above while using either the Shift+Select or Ctrl+Select key combination. Using Shift+Select, you can select contiguous objects. Using Ctrl+Select, you can select multiple non-contiguous objects.

If you have selected multiple images, the Add Object as Background option is disabled. This is because a Background can consist of only one image.

To add a Favorite Object as a Background in Scrapbook

1. Using the Favorites folder and/or sub-folders along with the Preview Pane, select the object you want to use for a background on the Scrapbook Page.
2. Add your selected object as a Background using one of the following methods:
 - a. Click the **Add as Background** icon



(**Note:** This option will be grayed out for FLV and SWF files.)

- b. Right-click on your selected object and choose **Add as Background**. (**Note:** This option will be grayed out for FLV and SWF files.)

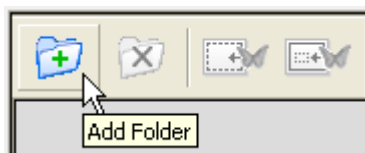
Your chosen Gallery Object displays as a Scrapbook Page Background.

Working with Favorites Folders and Sub-Folders

To track, organize and work with your favorite images, you have the option of putting all your short-cuts or references to favorites in the Favorites folder. If you want to organize a larger set of favorite images, you may want to create a structure of one or more sub-folders to name and use as you choose.

To add a Sub-Folder to the Favorites Folder

1. Select the Favorites folder in the Gallery Directory Tree.
2. Select **Add Folder** from the Gallery Toolbar.



The Add Folder dialogue opens.

3. Enter a name for your new sub-folder in the Name field.
4. Click **OK**. Your new sub-folder appears nested under the Favorites folder.

To remove a Folder from the Favorites Folder

1. Select the folder that you want to remove.
2. Use one of the following methods to remove the folder:
 - a. Select **Remove Folder** from the Gallery Toolbar.



- b. Right-click on the folder you want to remove, then click **Remove Folder**.
- c. Press the Delete key on your keyboard.

A dialogue will appear to confirm the removal.

3. Click **Remove**. The folder is removed from the Favorites folder.

To drag and drop Favorites from one Favorites Folder to another

1. Navigate to the favorite object you want to move by using the Favorites folder(s) and Preview Pane.
2. Drag and drop your selected favorite into the Favorites Folder of your choice. The favorites object is removed from the original Favorites Folder and placed into your chosen Favorites Folder.

To add a Favorites Folder by right-clicking on the Favorites Root Folder Heading

1. Right-click the Favorites root folder heading.

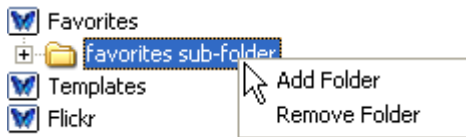


2. Select **Add Folder**. The Add Folder dialog window displays.
3. Enter the name you want to use.
4. Click **OK**. Your new Favorites folder displays under the Favorites root folder.

(Note: When right-clicking on the Favorites root folder, Remove Folder is grayed out.)

To add or remove a Favorites sub-folder by right-clicking

1. Right-click the Favorites sub-folder you want to work with.



2. Select either **Add Folder** or **Remove Folder**. Add Folder will create a new sub-folder under the selected sub-folder heading. Remove Folder will remove the sub-folder from the Favorites Directory.

Right-Click Menu Options for Favorite Images

1. Select the Favorites folder.
2. In the Preview Pane, right-click on one of the images. Four right-click menu options are available.
 - o **Add as Object** adds the Gallery Object to the Scrapbook Page as an Object.

- 0 **Add as Background** adds the Gallery Object to the Scrapbook Page as a Background. (Note: This option will be grayed out for FLV and SWF files.)
- 0 **Open File Location** opens the location of the Gallery Object in a separate Explorer Window.
- 0 **Delete Favorites** will remove the reference to the Gallery Object from the Favorites Folder.

Templates

If you have created a page that you want to use repeatedly, you can store it in the Templates folder. Starting out a new project with templates can save you time. You can begin with a template, then modify it as needed for each new project.

Populating the Templates Folder

Working with Templates and Page Backgrounds

Adding and Removing Links to Folders in the Templates Folder

Populating the Templates Folder

To add a page to the Templates folder

Use one of the following methods for adding a page to the Templates folder:

1. Right-click directly on the Scrapbook page and select **Add Page to Templates**.
2. From the Page menu, select **Add Page to Templates**. The Add Page to Templates Folder dialog window displays.
3. Enter a name for your new template page.
4. Click **OK**. A copy of the entire page and all its contents is saved as a template in the Templates folder.

To delete a Template

1. Select the Templates folder.
2. From the Preview Pane, select the Template you want to delete.
3. Use one of the following methods to delete the template:
 - a. Select the **Delete** key on your keyboard. The Delete Template confirmation window displays.
 - b. Select **Delete**. The template no longer displays in the Preview Pane and is no longer associated with the Templates folder.

OR

- a. Right-click the Template in the Preview Pane.
- b. Select **Delete Templates**. The Delete Template confirmation window displays.
- c. Select **Delete**. The template no longer displays in the preview Pane and is no longer associated with the Templates folder.

Working with Templates and Page Backgrounds

As you work with Templates and Page Backgrounds, it is helpful to be aware of certain options you have. In the simplest case, you may have a blank Scrapbook Page, and you want to start by adding a template to your page that includes a background and some page objects.

In other cases, if you are working with a Scrapbook Page that already has a background, but you want to include page objects from a template that has a different background, you can add the page objects from the template without replacing your current page background in Scrapbook.

At the same time, you have the option of replacing a page background already in the Scrapbook Page with the background and objects from a template.

To add a Template Page to a Scrapbook Page that does not have a Background

1. Click the Templates Folder.
2. From the Preview Pane, select the template you want to add.
3. Click the **Add as Background** icon. The Template Page Background and Objects are added to your current Scrapbook Page.

Note: Master Page Objects will be added as Normal Objects in the Scrapbook Page.

To add a Template Page to a Scrapbook Page that already has a Background

1. Click the Templates Folder.
2. From the Preview Pane, select the template you want to add.
3. Click the **Add as Background** icon. A dialogue box will open prompting you with the question: Would you like to replace the Current Background with the Template Background?
4. Click **Yes** if you want to replace the current Page Background with the Template Background. The current Scrapbook Page Background is replaced along with the Template Objects being added.
5. Click **No** if you do not want to replace the current Page Background with the Template Background. The Current Scrapbook Page Background is not replaced and the Template Objects are added.

Note: Master Page Objects will be added as Normal Objects in the Scrapbook Page.

To add a Template Page to a Scrapbook Page using the Right-Click Menu

1. Click the Templates Folder.
2. From the Preview Pane, select the template you want to add.
3. Right-click the template you want to use in the Preview Pane. The right-click menu appears.
4. Select **Add to Current Page**. The Template Background, if any, and the Template Page Objects are added to your current Scrapbook Page.

Note: You also have the option of adding the Template to a new page. In that case, select Add to New Page, and a new page will be inserted after the current Scrapbook Page with the Template Page Elements.

To add a Template Page to a Current Scrapbook Page by Dragging and Dropping

1. Click the Templates Folder.
2. From the Preview Pane, select the template you want to add.
3. Drag and drop the Template Page onto the Current Scrapbook Page. If the Current Scrapbook Page does not already have a background, the Template Page Background will be added along with the Template Objects. If the Current Scrapbook Page already has a background, you will be prompted to decide if you want to replace the Current Page Background with the Template Background.

Adding and Removing Links to Folders in the Templates Folder

To add a Link to a Folder in the Templates Folder

1. Click the Templates Folder.
2. From the Gallery Toolbar, click the **Add Link to Folder** icon, or right-click on the Templates Folder and select **Add Link to Folder**. The Add Link to Folder dialog displays.

3. Enter a name and browse to the folder's location using the Browse button.
4. Click **OK**. The new linked folder displays under the Templates folder.

To remove a Link to a Folder from the Templates Folder

1. Select the Templates sub-folder that you want to remove.
2. Right-click on the sub-folder, then select **Remove Link to Folder**, or press the **Delete key** on your keyboard, or select the **Remove Link to Folder** icon from the Gallery Toolbar. A confirmation dialogue window displays.
3. Click **Remove**. The sub-folder is removed from the Templates Folder.

Flickr

We have integrated key features from Yahoo's photo sharing site Flickr(™) into the Gallery so that you can easily search for photos and integrate them into your Scrapbook Pages. You can save images for later use by saving them in the Favorites folder.

Accessing Flickr
Searching for Images
Search History

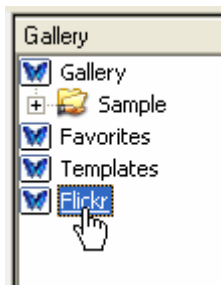
Accessing Flickr

Accessing Flickr through the Gallery is very simple. Select the Flickr folder, use search terms in the Flickr search field, and navigate through the Preview Pane to view the search results.

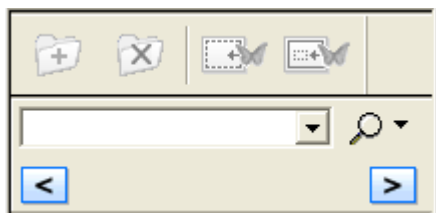
Note: To access Flickr through the Gallery, your computer must be connected to the Internet.

To access Flickr

1. To access Flickr, select the Flickr folder.



A blank search field opens in the Preview Pane.

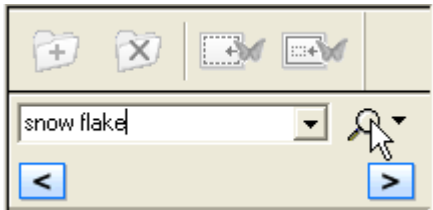


Searching for Images

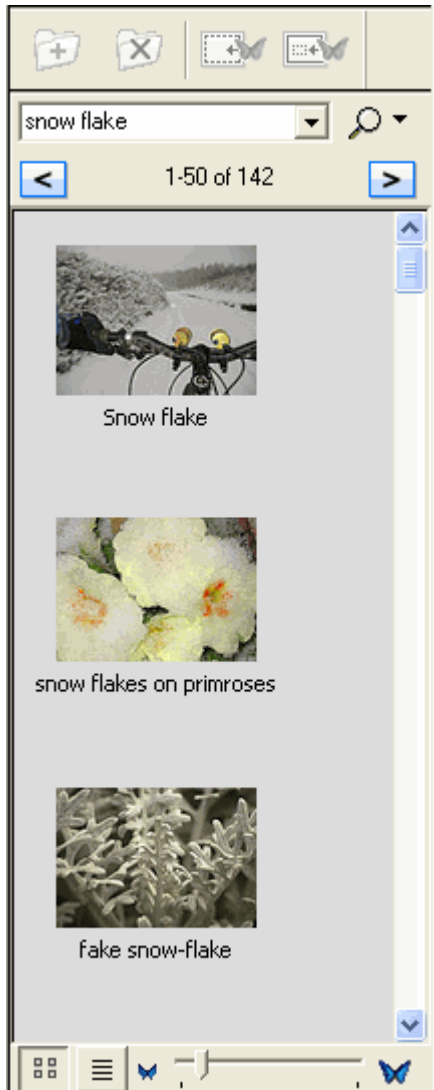
Using the Flickr search field, you can quickly search for and select among millions of images from Flickr.com.

To search for images in Flickr

1. Enter a search term in the Flickr search field.
2. Click the **magnifying glass** icon or press **Enter** to initiate your search.



Images relating to your search term will appear as Thumbnails in the Preview Pane.

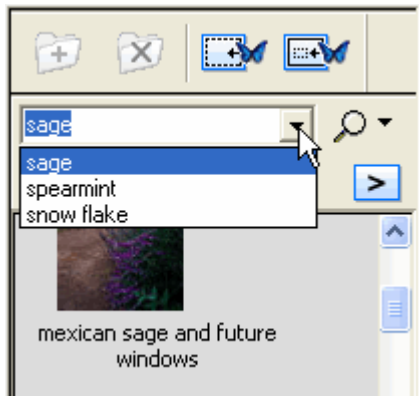


Search History

For your convenience, the Flickr search field saves your search history. You can clear the search history whenever you like.

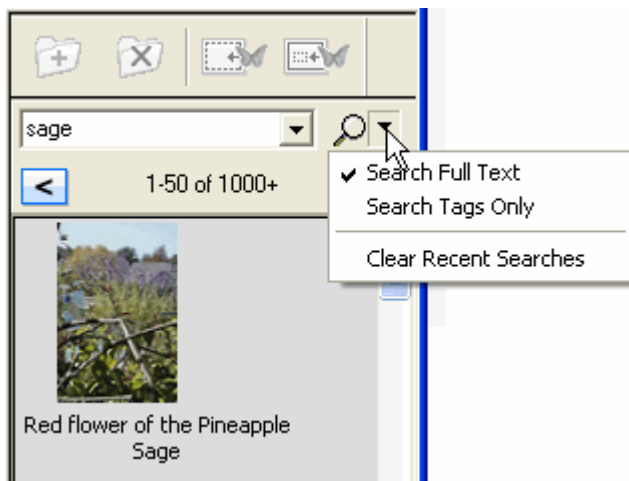
To show the search history

Click the down arrow to the right of the Search field. The search history displays in the drop-down list.



To clear the search history

1. Click the down arrow to the right of the magnifying glass icon.
2. Select **Clear Recent Searches**. The search history is now cleared.



Master Page

Master Page is used to create a background template for all Pages in the Scrapbook meeting, except for those Pages containing their own background settings.

Open the **Master Page** by choosing View > Master Page in Scrapbook. The Master Page will open the first time as a blank page. When the Master Page opens, the Scrapbook Toolbar and thumbnails are hidden, and the Master Page toolbar is displayed.

Any changes made to the Master Page, such as background settings, adding layers, annotating the Page or adding Scrapbook elements are reflected as the background on all Pages in the Scrapbook meeting, except for those Pages containing their own background settings.

The Master Page contents:

- will be set as the background on all new Pages.
- will not overwrite the background on existing Pages that already contain background settings.
- will overwrite the background on existing Pages that have content, but do not contain background settings.

To clear the Master Page, remove all background images using Background Settings, and use the **Clear Page** button from the Master Page toolbar to clear all elements.

Master Page Toolbar

The following options are available on the **Master Page** toolbar.

Close Master Page Button		Close Master Page closes the Master Page and returns to annotating regular Scrapbook Pages.
Clear Page		Clear Page clears all annotations from the Master Page.
Undo		Undo erases the previous annotation. It is possible to undo until the Master Page is blank.
Redo		The Redo Tool allows you to redo the last undone annotation, provided you had previously used the Undo Tool. If you have used Undo multiple times, you can redo the changes back to the beginning of the series. Redo is disabled once a new annotation occurs.
Delete Object		Delete Object deletes the selected element. See the Select Tool for information on selecting an element.

Gallery		The Gallery button opens the clip-art Gallery. You can use this feature to add graphics from the provided library of clip art to your Master Page. See Gallery, Scrapbook Elements and Background Settings for more information on working with images.
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Layers

The following section describes **Layers** and how to use them in your Scrapbook meeting.

- What are Layers?
- How to Use Layers

What are Layers?

Every Scrapbook Page is made up of layers that can be shown or hidden at any time. The order of these layers are:

- **Page Background Layer:** The Page Background can be set using Background Settings to display an image, display a template of a grid or horizontal lines, and/or be set to a specific background color. The Page Background cannot be modified by the annotation tools.
- **Annotation Layers:** The annotation layers are transparent layers that are stacked on top of the Page Background layer. These layers contain Scrapbook elements.

Any Scrapbook Page can have multiple annotation layers. When you add a new layer, it is stacked on top of the existing layers. This means that annotations are displayed with the latest layer shown at the top.

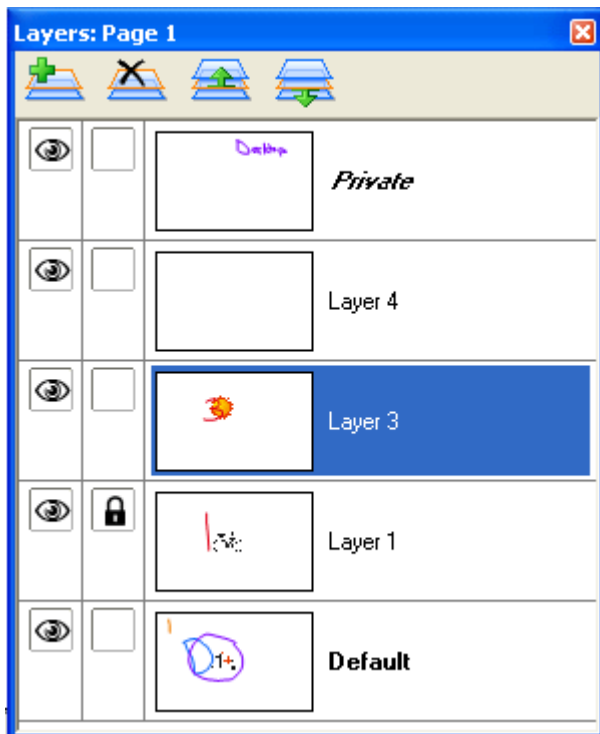
The three types of annotation layers that are found in each Scrapbook Page are:

- **Default Layer:** The default annotation layer in the Scrapbook Page. This layer always exists for any Scrapbook Page and cannot be deleted.
- **User Layers 1 - 18:** Up to 18 additional layers can be added to a Scrapbook Page. The Default layer and the User Layers are always shared to remote participants during a shared meeting.
- **Private Layer:** The top-most layer is the Private Layer. The Private Layer is shown only on the local computer and is never shared through a shared meeting. The purpose of the private layer is to give the local user a private workspace within the Scrapbook session. **Note:** Private layers are hidden when a shared meeting is Synchronized (see Meeting Host Tools).

All annotation layers can be locked and/or shown/hidden. See How to Use Layers for more information.

How to Use Layers

Turn on layers by choosing Layers from the View Menu. This opens the Layers dialog box that lets you select, add, delete, and move layers for a Scrapbook Page.



Layers Title Bar

The Layers dialog title bar indicates which Scrapbook Page you are currently working in. The Layers dialog shows the layers for the currently selected Page.

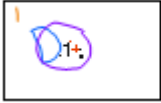
Layers Tools

Add Layer		Add Layer adds a new blank layer to the currently selected Scrapbook Page. The new layer is always added as the top-most layer (under the user layer). The new layer is always added as visible and unlocked.
Delete Layer		Delete Layer causes the selected layer to be deleted. It is not possible to delete the Private or Default layers.
Move Layer Up		Move Layer Up causes the layer to be moved one level higher in the Layer list. The highest a layer can be moved is directly below the private layer. The Private and Default layers cannot be moved.
Move Layer Down		Move Layer Down causes the layer to be moved one level lower in the Layer list. The lowest a layer can be moved is directly above the Default layer. The Private and Default layers cannot be moved.

Layers - Layer List

Each layer has it's own settings. These settings are described in the table below.

Show/Hide		Show / Hide makes the layer visible/invisible. When the eye is shown in the box, the layer is visible on the Page. When the box is empty, the layer is invisible.
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Lock Layer		Lock Layer protects the layer from any new annotations. When the padlock is shown in the box, the layer is locked. When the box is empty, it is possible to add Scrapbook elements to the layer.
Thumbnail & Name	Default	Thumbnail & Name shows a thumbnail of the layer (whether visible/invisible) and shows the name for the layer. Change the Name of the layer by double-clicking the name text and typing the new name into the Rename Layer dialog box that opens. Note: It is not possible to change the names of the Private or Default layers.

Importing PowerPoint Presentations

This section covers procedures for importing PowerPoint slides into Scrapbook. For more on how background images are used in Scrapbook, see Background Settings.

To import PowerPoint Slides into Scrapbook as a Background

1. From Scrapbook, choose Page > Background Settings, and use the **Load Background** button to locate the PowerPoint (*.ppt) file. For details on how to use the Load Background button, see Background Settings.

The **Import File** dialog box displays, with a description of the PowerPoint presentation size and a list of options.

2. Decide how much of the presentation you want to include as a background image to the meeting by choosing one of the following:
 - **Load many images and use them for new pages**—loads slides that fall within the range you specify.
 - **Load one image only and use it for the current page**—loads one image that you specify by its slide number.
3. Select **OK**. The **Import File** dialog closes.
4. Select **OK** on the **Background Settings** dialog. Scrapbook imports the background according to the selections you made through the Background Settings import process.

For more information on how background images are used in Scrapbook, see Background Settings.

Improving PowerPoint Image Quality

The Scrapbook import typically decreases the file size of PowerPoint slides that contain high quality images by converting the images into a lower quality image format. This means that the images shown in Scrapbook are not as sharp or clear as the original PowerPoint slides.

If you want retain the high image quality of the original PowerPoint slides, do the following when importing to Scrapbook:

1. Choose Edit > Options.
2. Select the **Preferences** tab.
3. Check the **Use original image quality** checkbox found under PowerPoint Presentation Import.

Checking **Use original image quality** causes the high image quality of the original PowerPoint slide to be maintained as the file is imported into Scrapbook. However, checking this option also results in higher PC memory consumption and increases the time required to save, share, and join meetings.

Importing Excel Spreadsheets

This section covers procedures for importing Excel spreadsheets into Scrapbook. For more on how background images are used in Scrapbook, see Background Settings.

To import an Excel Spreadsheet into Scrapbook as a Background

1. Choose Page > Background Settings, and use the **Load Background** button to load the Excel (*.xls) file. For details on how to use the Load Background button, see Background Settings.
2. If there is more than one worksheet in the *.xls file, the Excel Spreadsheet Import dialog box opens. Specify to either:
 - ☐ **Load data from one sheet only and use it for the current page**, or
 - ☐ **Load data from many sheets and use them for new pages**.
3. To load data from one sheet only, specify the sheet and the range of cells to be used. You can preview the image by clicking the **Show Preview** button. To load data from many sheets, specify the sheets to be used. You can also choose to have the first loaded image placed on the last existing meeting page by clicking the **Start with current page** checkbox.
4. Click **OK** in the Excel Spreadsheet Import dialog.
5. Click **OK** in the Background Settings dialog. Scrapbook imports the Excel spreadsheet as a Background according to the selections you made through the Background Settings import process.

Note: The number of sheets, rows and columns you can import is limited by the amount of memory in your computer.

Importing Word Documents

This section covers procedures for importing Word images into Scrapbook. For more on how background images are used in Scrapbook, see Background Settings.

To import a Word Document into Scrapbook as a Background

1. Choose Page > Background Settings, and use the **Load Background** button to locate the Word (*.doc) file. For details on how to use the Load Background button, see Background Settings.
2. If there is only one page in the Word document, Scrapbook will load the single page.
3. If there are multiple pages in the Word document, the **Import File** dialog will open. Specify to either:
 - o **Load many images and use them for new pages**—loads pages that fall within the range you specify.
 - o **Load one image only and use it for the current page**—loads one image that you specify.
4. Select **OK** in the Import File dialog.
5. Select **OK** in the Background Settings dialog. Scrapbook imports the Word file as a Background according to the selections you made through the Background Settings import process.

Exporting Documents into Scrapbook

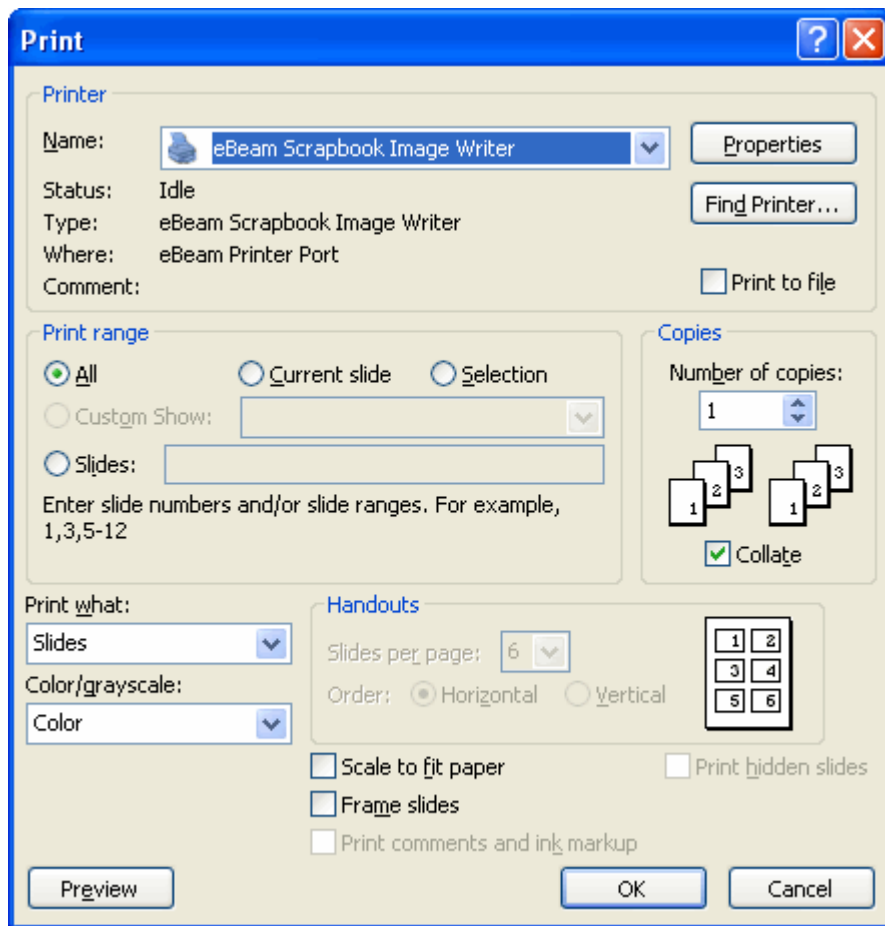
Exporting Documents as Backgrounds and Objects

You can export documents into Scrapbook as backgrounds from any application that can print. This is a great option for PDFs and CAD drawings. For more on how background images are used in Scrapbook, see Background Settings.

You can also export documents as objects (rather than backgrounds). See *Print documents to Scrapbook as objects* in Scrapbook Options.

To export a document into Scrapbook as a Background

6. From your application (such as Word, Excel, PowerPoint, Acrobat, AutoCAD), choose File > Print. The Print dialog displays.
7. From the Print dialog, select **eBeam Scrapbook Image Writer** from the list of printers.



8. Specify print ranges as appropriate given the type of document you are working with, then click **OK**. Scrapbook immediately imports your document as a background image.

Scrapbook Options

The **Scrapbook Options** dialog box allows you to set preferences and settings specific to Scrapbook. To open the **Scrapbook Options** dialog box, select Options from the Edit menu in the Scrapbook window.

Other options and settings for the Interactive Tools can be found in Options accessed through the Windows taskbar menu.

The **Scrapbook Options** dialog contains three tabs:

- Preferences Tab
- **Proxy Server** Tab
(See Proxy Server Setup for proxy settings information)
- **Software Updates** Tab

Preferences Tab

The **Preferences** tab allows you to set:

- File autosave/backup settings. See Autosave for more information.
- **Hide cursor when drawing.** Checking this box causes the cursor to hide while annotating a Page in Scrapbook.
- **Autogroup pen and highlighter strokes.** See Scrapbook Elements for more information on grouping annotation elements.
- **Smooth Drawing:** Turns smooth drawing in Scrapbook on and off. The default setting is on.
- **Print documents to Scrapbook as objects.** With this option selected, when you print any type of document from an application's File > Print menu, and select the eBeam Scrapbook Image Writer from the Print dialog box, the entire document exports to the Scrapbook; Scrapbook imports each page as an object.
- **Image quality for PowerPoint Presentation file import.** See Improving PowerPoint Image Quality for more information.

Software Updates

The **Software Updates** tab in the Options dialog allows you to check for the latest version of the software.

The top area of the Software Updates tab describes current software status, including version number and the date the software version was last checked.

The lower area of the Software Updates tab allows you to specify a schedule for periodically checking for a new version of software. Schedule options are as follows:

- **Every time the application is started**
- **Every specified number of days**
- **Never**

Select the **Check Version Now** button to check your version and display its status in the top area of the Software Updates tab.

Select the **Go to the Software Updates** button to link directly to the downloads web page and download the latest software.

Automatic File Saving

The **File Saving** feature ensures that you don't lose your meeting data if the power goes out, your laptop runs out of battery life, etc.

To adjust your automatic file saving settings:

1. Choose Edit > Options.
2. Select the **Preferences** tab.
3. Set the following options in File Saving box:
 - ☐ **Save Recovery File Every:** Enable or disable automatic file saving by checking/unchecking this option.
 - ☐ **XX Minutes:** Choose how often your Scrapbook meeting file will be automatically saved by changing the number of minutes. The default File Saving setting is every 10 minutes.

Supported File Types

Supported file formats for Save As and Send from the File Menu.

- Scrapbook File (*.esb)
- PDF (*.PDF)
- Vector PDF (*.PDF)
- HTML (*.HTM) (See **Save As Web Page...** from the File Menu)
- Bitmap (*.BMP)
- JPEG (*.JPG)
- TIFF (*.TIF)
- Metafile (*.emf)
- PowerPoint Presentation (*.ppt)
- PowerPoint Show (*.pps)

Cover Sheet

Cover Sheet is useful for hiding page content and gradually revealing presentation points during a lesson or meeting.

To start Cover Sheet, select View > **Use Cover Sheet**. You can now control the display of Scrapbook page content and customize the Cover Sheet.

When the Cover Sheet is visible, the Page area of the Scrapbook is grayed out; Thumbnails are not affected. You can uncover more of any Page by dragging the covered area in the direction you wish it to move. Dragging affects only the Page you are viewing.

The cover sheet always fully covers a page until you uncover a section of the page. Cover Sheet options (Transparency and Rotation) you set remain in effect on all Pages.

You can interact normally with the Scrapbook in the lighted area. Markups that begin in the lighted area will continue into the covered area.

The Cover Sheet has the following control menus.

Options	● Transparency: This option allows you to select how dark the grayed out area will be. ☐ 30% - lightest ☐ 20% - lighter ☐ 10% - light ☐ 0% - completely opaque ● Rotate: This option allows you to rotate the cover sheet so you can expose different areas of the screen. ☐ Clockwise by 90 deg. ☐ Counter-clockwise by 90 deg.
Exit (X)	Closes the Cover Sheet feature.

See Spotlight for information on a similar feature available for the desktop.

Shared Meetings

What is a shared meeting?

A **Shared Scrapbook Meeting** is a meeting that is broadcast over your local intranet or the Internet.



At one location, the meeting coordinator/host uses the interactive system (software and hardware) to host or broadcast the meeting over the network (see [Hosting/Sharing a Meeting](#)). Remote participants use the interactive software or a Web browser to log into the meeting (see [Join a Meeting](#)).

The meeting is held in real time, which means that remote participants see the notes and annotations as they are created.

If the meeting coordinator allows participants this option, participants can annotate meeting pages, highlighting important points, and adding notes that can be seen by all other participants as well as the coordinator.

To allow remote participants (located outside of your local network firewall) to access your shared meeting, the meeting server must be located on the Internet. Luidia currently hosts a meeting server that may be used by any eBeam-enabled interactive system user.

Hosting/Sharing a Meeting

The following explains how to **host/share a meeting** over your local intranet or the internet.

When sharing a meeting, be aware of the following items.

- If you share the meeting on your local intranet, only people within your intranet can access the meeting. If you share your meeting over the Internet (using an eBeam server), participants from any Internet location can access your meeting.
- Versions 1.2 and later of this software are not fully compatible with previous versions. During a shared meeting, participants running previous versions will not be able to see imported image files and will not be able to see when annotation or image elements are moved, rotated, resized, etc. See Shared Meetings troubleshooting.
- To share a meeting, you must be connected to the interactive hardware or security key. Also, if there is any possibility that your network uses a proxy server, see Proxy Server Setup.
- You can host one shared meeting at any time.

See:

- Hosting A Shared Meeting
- Leaving A Shared Meeting

For meeting host specific tools, see Meeting Host Tools found in the Participants window.

Hosting a Shared Meeting

1. Choose Meetings > Share Meeting, or select the **Share Meeting** button from the Scrapbook Toolbar to open the Share Meeting dialog.
2. Under **Meeting Information**, enter the following:

Meeting Name	The meeting name is the name shown in the Join Meeting dialog box. The meeting name is saved as the default name for subsequent meetings, until you change it. The meeting name can be up to 20 characters.
My Name	The name displayed in the Participants View. See Participants.
Notes	Any notes/comment you would like to include.
Publish Meeting Name	Select Publish Meeting Name if you want the name of the meeting to be visible to network users who are attempting to join a meeting using either the Join Meeting (see Joining a Meeting for more information) dialog box, or the Meetings web page located at www.e-beam.com . If you do not publish the name, guests will need to know the full meeting name beforehand and manually type it into the Join Meeting dialog box.
Password/Confirm/Use Password	If a password is required, check the Use Password checkbox and type the same password into both the Password and Confirm text boxes. The password must be at least 6 characters, and can be up to 20 characters.

Send Meeting Invitation	Meeting invitations are e-mail invitations that are sent out using your standard e-mail client. If Send Meeting Invitation is checked, the Send Invitation dialog box opens once you select the Share Meeting button. See Sending an Invitation for more information.
Archive Meeting on the Server	An archived meeting allows you to search for, view, download, edit, and/or delete your archived meeting (based on the archive privileges you select). If Archive Meeting on the Server is checked, the Archive Meeting dialog opens after you select the Share Meeting button. See Archive a Meeting for more information.
Synchronize Participants Immediately	Causes remote participants to be synchronized from the start of the meeting. Synchronize is on by default. See Participants.
Deny access to remote participants with mismatched software versions	The version of software you are using is not fully compatible with previous versions. During a shared meeting, participants running previous versions may not be able to see imported image files and will not be able to see when annotation or image elements are moved, rotated, resized, etc. Selecting Deny access to remote participants with mismatched software versions will only allow participants using the same software version or later to join your meeting.

Notes:

- While the **Archive Meeting** dialog appears after selecting the **Share Meeting** button, your selected archive parameters are not saved to the server until you select the End Meeting button. However, meeting data is cached on the server in case the meeting unexpectedly quits.
 - During your meeting, you may change your meeting parameters at any time by choosing Meeting > Archive Meeting.
3. Under **Server Information**, select the server that will host the meeting.

The pull-down menu lists the default server and any other servers you have previously added to your server list. See Adding a Meeting Server for more information.

Note: For Windows, if you wish to host the meeting from your computer, select **Use my PC to Host this Meeting**, and then type in a port number. For most occasions, the default port value of 80 is best.
 4. Notify guests of the meeting name, meeting time, and password, if required. See Sending an Invitation for more information.
 5. Select **Share**.

Your shared meeting is now available on the network using the specified meeting server.

If you experience any problems sharing a meeting, see Troubleshooting Shared Meetings for the answers for some of the most common problems.

Leaving A Shared Meeting

To leave a shared meeting at any time:

1. Select the **Share/End Meeting** button from the Scrapbook Toolbar.
2. Choose Meetings > End Meeting

Important Note: When the meeting host ends a shared meeting, all participants are disconnected from the meeting. As the meeting host, make sure the meeting is completely over before attempting to close the meeting.

Join a Meeting

Using Scrapbook to Join a Meeting

1. Open Scrapbook from:
 - the Desktop Tools palette, or
 - the Windows Taskbar menu, or
 - the Scrapbook menu option found in the Windows Start bar.
2. Choose **Join Meeting** from the Scrapbook Toolbar.
3. In the Join Meeting dialog box, select the meeting server, enter your name, and select a meeting name from the Meeting list.

The **Meeting** list shows active meetings whose names have been published.

If the pull-down menu does not include the meeting server you want, you can manually type the server name. You can also add a server to your server list, so that you can quickly select it on another occasion. See Adding a Meeting Server for more information.

4. Select **Refresh** to update the list of published meetings.
 - If the meeting appears with a Lock icon, enter the password.
 - If the meeting is not listed, enter the meeting name, and a password if required.
5. Select **Join**.

To leave a meeting, choose Meetings > Leave Meeting From..., or select the **Leave Meeting** button from the Scrapbook Toolbar.

Notes:

1. When the meeting host ends a shared meeting, all participants are disconnected from the meeting. Once disconnected, participants can continue to print, save, annotate, and modify their Scrapbook record of the meeting.

2. Desktop Tools, Desktop Annotation Tools, Scrapbook Tools, and PowerPoint Tools are available only when the interactive hardware or security key is detected. If you have joined a meeting through Scrapbook and would like to annotate, you can access the Standard Annotation Toolbar.

3. Versions 1.2 and later of this software are not fully compatible with previous versions. During a shared meeting, participants running previous versions will not be able to see imported image files and will not be able to see when annotation or image elements are moved, rotated, resized, etc. See Shared Meetings troubleshooting.

Sending an Invitation

You can invite others to a shared meeting by **sending an e-mail invitation** that contains a link or URL to the meeting. In order to send email invitations:

- You must use the Share Meeting dialog to set up a shared meeting, or
- You must currently be sharing a meeting.

Note: Remote participants cannot send out invitations.

Sending an E-mail Invitation from the Share Meeting Dialog

1. In the **Share Meeting** dialog, check the **Send Meeting Invitation** checkbox. Set up the remainder of the Share Meeting dialog as described in Hosting/Sharing a Meeting.
2. The **Select Language** dialog opens. Select the language to be used for the e-mail invitation and then select **Continue**. At this point, your e-mail program might ask you to select the e-mail profile to be used.
3. A new e-mail with the **Meeting Request** information opens. Enter the e-mail addresses of the recipients in the To: field.
4. Select **Send**.

The e-mail invitation includes a link for downloading the latest software and links to enable the user to join the meeting via their Web browser or the software.

Sending an E-mail Invitation from the Meetings Menu

1. Make sure you are sharing a meeting. See Hosting/Sharing a Meeting for more information.
2. Choose Meetings > Send Invitation to open the **Select Language** dialog.
3. Select the language to be used for the e-mail invitation and then select **Continue**. At this point, your e-mail program might ask you to select the e-mail profile to be used.
4. A new e-mail with the **Meeting Request** information opens. Enter the e-mail addresses of the recipients in the To: field.
5. Select **Send**.

The e-mail invitation includes a link for downloading the latest software and links to enable the user to join the meeting via their Web browser or the software.

Accepting an Email Invitation

You can **accept an e-mail invitation** in one of the following ways:

- Select the http: link to join through your web browser.
- Select the file: link to join through your copy of Scrapbook.
- Manually open your browser, and copy and paste the link into the browser.
- Open Scrapbook, select the **Join** button, and manually fill in all of the meeting fields using information provided by the invitation.

See Sending an Invitation for more information.

Proxy Server Setup

If your company uses a **proxy server**, your computer will not be able to access meetings on the eBeam Server (which is outside your company's firewall) until you enable the proxy server and enter the proxy server settings.

The Edit > Options dialog box gives you a place to enter settings for an HTTP proxy server. Proxy servers, which act as intermediaries between individual workstations and the Internet, provide security and other administrative functions for companies that use the Internet.

Setting up a proxy server:

1. Choose Edit > Options... to open the **Scrapbook Options** dialog.
2. Select the **Proxy Server** tab.
3. You have several options for setting up the proxy server:

Automatic Configuration	• Automatically detect proxy server: Attempts to establish a connection with the proxy server by trying to get proxy server information from either the DNS or DHCP servers in your local network. • Use configuration script: Uses a pre-defined network setup script (provided by your IS department) to establish a connection with the proxy server. The script is a file whose URL must be entered into the Address text box. An example of an address is: http://myserver:9090/proxy.pac.
Manual Configuration	Enter the IP address or DNS name and the Port of the proxy server.
Authentication	Authentication allows you to check Use Authentication (Basic Only) checkbox. You then type in your network User ID and Password . In many cases this will allow you to access internet meetings through your proxy server.
Use IE Settings	Use IE Settings attempts to get your proxy server settings by looking at the proxy server settings for Internet Explorer on your computer.

If you are unable to find the Proxy information as described above, consult your network administrator.

Archive a Meeting

Archive Meeting allows you to archive your Scrapbook meeting file on an eBeam server. The meeting can later be retrieved to be viewed, edited, printed, or shared.

There are two areas in Scrapbook where you can select to archive a meeting.

- While hosting a shared meeting, go to the **Share Meeting** dialog and select the **Archive Meeting on the Server** checkbox to have the **Archive Meeting Screen** open after the **Share** button has been selected. See Hosting/Sharing a Meeting for more information about sharing a meeting.
- After creating/completing a meeting: you have the choice of archiving that meeting (to the server) for viewing and/or downloading by other users or only for those users with password-access.

To select this option:

- ☐ Save the meeting
- ☐ Choose File > Archive Meeting
- ☐ Select the server to archive the meeting on and select **Continue**. The Archive Meeting Screen will open next. **Note:** It is not possible to Archive a Meeting when you use the Use my PC to host this meeting option.

Archive Meeting Screen

Use the Archive Meeting screen to define meeting information, security access requirements, the file access expiration period, and review the Conditions of Use.

Meeting Information Section

- **Meeting Name:** Retain the current saved meeting name or create a new name for the archived meeting.
- **Publish Meeting Name checkbox:** Check to have archived meeting published (available for searching)

Access Security Section

- **Password access:** Check the box to require a specified password before your archived meeting can be retrieved. If checked, enter a password, and then re-enter it for confirmation.
- **Security Code:** Check the box to require a specified security code before a Scrapbook user can edit or delete the archived meeting file. **Note:** if the box is checked, but no security code is specified, the defined password is automatically used.

Access Period Section

- The text appearing in this section displays the current expiration period for storing and accessing the archived meeting file. After this time, the file is deleted from the server.

- Select the Change button to edit the current criteria via the Access Period Screen, as described below.

Access Period Screen

- **Meeting Storage:** Choose the default, or select a specific date.
- **Meeting File Availability:** Define the duration the archived meeting will be available for other Scrapbook users to view and/or download.
 - Always (until deleted): Available until the same defined final date as meeting storage date.
 - During Specific Time Period: Specify exact days and times for starting and ending availability. Note: End Date may also be until the file is deleted from the server (see final meeting storage date) by checking the Until Deleted box.
- **Summary Section:** Text appearing in this section displays the updated expiration period for storing and accessing the archived meeting file. After this time, the file is deleted from the server.

Archive Meeting Buttons

- **Conditions of Use:** Select this button to review the conditions of use for the Luidia product.
- **Help:** Select to display the context-sensitive help for this screen.
- **Archive:** When all your selections are complete, select the Archive button.
- **Cancel:** Select to cancel your archive request.

Retrieve a Meeting

Retrieve a meeting by choosing the File > Retrieve Meeting menu selection to open the **Retrieve Archived Meeting** screen. You may search and retrieve archived meetings for viewing or downloading at any time, though some meetings may require password-access.

The following topics describe the elements and activities available to you via the **Retrieve Archived Meeting** screen.

- Recent Archived Meetings Screen
- Edit Archived Meeting Screen
- By Meeting Name Screen
- Full Search Screen

Recent Archived Meetings Screen

Use the **Recent Archived Meetings** screen to list, edit, delete, and/or retrieve previously archived meetings. **Note:** editing and deleting a meeting may require a security code. If required, you will be prompted.

Select Archived Meeting Server

- Use the selector to choose the eBeam server where the archived meeting resides. If necessary, you may also select the Browser button and manually search for the server location.

Meeting Columns and Options

- **Time-span selector:** Choose between displaying today's meetings through all meetings archived to the eBeam server within the last 90 days.
- **Meeting count:** Displays the number of meetings found, and the meetings displayed.
- **Meeting Name:** Name of the archived meeting.
- **File Size:** Size of the archived meeting file.
- **Owner:** Name of the user workstation that archived the meeting.
- **Archived:** Date the meeting was archived to the server.
- **Expires:** Date the archived meeting is no longer available for retrieving, editing, etc., and will be permanently deleted from the server.

Note: you can sort the meeting list based on any of the above column headings by selecting any heading.

- **Refresh Button:** Use at any time to refresh the current meeting list, including any recent meetings archived by other users.
- **Retrieve Button:** After highlighting an archived meeting, select the Retrieve button to retrieve that meeting. **Note:** a dialog box appears allowing you to open the meeting, download the meeting to a specified location, or cancel your request.

- **Edit Button:** After highlighting an archived meeting, if the Edit button is available, you can edit the archive parameters for that meeting. **Note:** you may be prompted for a security code to edit the meeting.

See Edit Archived Meeting Screen for screen details.

- **Delete Button:** After highlighting an archived meeting, if the Delete button is available, you can delete that meeting. **Note:** a password and a security code may be required for deletion. A prompt will appear, asking you to confirm your deletion request.
- **Close Button:** Select to close the screen.

Edit Archived Meeting Screen

Use the Edit Archive Meeting screen to edit meeting information, security access requirements, and the file access expiration period.

Meeting Information Section

- **Meeting Name:** Retain or change the current archived meeting name.
- **Publish Meeting Name checkbox:** Check to have archived meeting name published (available for searching).

Access Security Section

- **Password Access:** Check the box to require a specified password before a user can retrieve your archived meeting. If checked, enter a password, and then re-enter it for confirmation.
- **Security Code:** Check this box (default) to require a specified security code before a user can edit or delete the archived meeting file. **Note:** if the box is checked, but no security code is specified, the defined password is automatically used.

Access Period Section

- **Meeting Storage:** Choose the default or select a specific date.
- **Meeting File Availability:** Define the duration the archived meeting will be available for other users to download. Select one of the following.
 - Always (until deleted): Available until same final date as defined file storage date.
 - During Specific Time Period: Specify exact days and times for starting and ending availability. **Note:** End Date may also be until the file is deleted from the server by checking the Until Deleted checkbox.
- **Summary section:** Text appearing in this section displays the updated expiration period for storing and accessing the archived meeting file. After this time, the file is deleted from the server.

Change Archived Meeting Buttons

- **Help Button:** Select to display the context-sensitive help for this screen.

- **Apply Button:** When all your selections are complete, select the Apply button.
- **Cancel Button:** Select to cancel your edit request.

By Meeting Name Screen

Use this screen to retrieve a specifically defined archived meeting.

Select Archived Meeting Server

- Use the selector to choose the eBeam server where the archived meeting resides. If necessary, you may also select the Browser button and manually search for the server location.

Archived Meeting Name and Password

- **Meeting Name:** Enter the exact name of the archived meeting. **Note:** this entry is case-sensitive.
- **Password:** If required, enter the case-sensitive password for the desired archived meeting.
- **Retrieve Button:** Select the Retrieve button to retrieve that meeting. **Note:** a dialog box appears allowing you to open the meeting, download the meeting to a specified location, or cancel your request.

Meeting Name Buttons

- **Retrieve Button:** After entering the exact name of the archived meeting, select the Retrieve button to retrieve the meeting. **Note:** a dialog box appears allowing you to open the meeting, download the meeting to a specified location, or cancel your request.
- **Edit Button:** After entering the exact name of the archived meeting, if the Edit button is available, you can edit the archive parameters for that meeting. **Note:** you may be prompted for a security code to edit the meeting.
- See Edit Archived Meeting Screen for screen details.
- **Delete Button:** After entering the exact name of the archived meeting, if the Delete button is available, you can delete that meeting. **Note:** a password and a security code may be required for deletion. A prompt will appear, asking you to confirm your deletion request.
- **Close Button:** Select to close the screen.

Full Search Screen

Use the Full Search screen to locate one or more archived meetings by meeting name, owner name, and/or date and time.

Select Archived Meeting Server

- Use the selector to choose the eBeam server where the archived meeting resides. If necessary, you may also select the Browser button and manually search for the server location.

Search Criteria Options

You can select one or more of the search options described below.

- **Search by Meeting Name:** Searches by meeting name. Select the checkbox to specify this search method. The meeting name may be case-sensitive. To search for a meeting by name, enter the name exactly, partially, or begin with the first letters for the search.
- **Search by Owner Name:** Searches by the name of the owner workstation of the archived meeting. Select the checkbox to specify this search method. The owner name may be case-sensitive. To search for a meeting by owner name, enter the name exactly, partially, or begin with the first letters for the search.
- **Case-sensitive Search checkbox:** Check to have Meeting and/or Owner Name entry search be case-sensitive.
- **Exact Name:** Select to have search find archived meetings that exactly match the Meeting and/or Owner Name entry.
- **Name Starts with:** Select to have search find meetings that start with the Meeting and/or Owner Name entry.
- **Name Contains:** Select to have search find meetings that contain some portion of the Meeting and/or Owner Name entry.
- **Search by Archiving Date / Time:** Use this section to define date/time ranges for searching archived meetings.
- **From Date:** Select the beginning date for the meetings you want to retrieve. You can also use the calendar icon to automatically enter a date.
- **To Date:** Select the ending date for the meetings you want to retrieve. You can also use the calendar icon to automatically enter a date.

Search Result Columns

- **Meeting Name:** Name of the archived meeting.
- **File Size:** Size of the archived meeting file.
- **Owner:** Name of the user workstation that archived the meeting.
- **Archived:** Date the meeting was archived to the server.
- **Expires:** Date the archived meeting is no longer available for downloading, editing, etc., and will be permanently deleted from the server.

Note: you can sort the meeting list based on any of the above column headings by clicking on any heading.

Full Search Screen Buttons

- **Search:** When you have completed all your selections, select Search. The results are displayed in the Search Results section.
- **Retrieve:** After highlighting an archived meeting, select the Retrieve button to retrieve that

meeting. **Note:** a dialog box appears allowing you to open the meeting, download the meeting to a specified location, or cancel your request.

- **Edit:** After highlighting an archived meeting, if the Edit button is available, you can edit the archive parameters for that meeting. **Note:** you may be prompted for a security code to edit the meeting.

See Edit Archived Meeting Screen for screen details.

- **Delete:** After highlighting an archived meeting, if the Delete button is available, you can delete that meeting. **Note:** a password and a security code may be required for deletion. A prompt will appear, asking you to confirm your deletion request.
- **Close:** Select to close the screen.

Participants

The **Participants** window allows you to see information about every participant logged into a shared meeting and to Chat with connected participants. To open the **Participants** window while participating in a shared meeting:

- Choose View > Participants, or
- Press Ctrl+4, or
- Select the Participants button from the Scrapbook Toolbar.

The Participants window lists the following information for each participant logged into the meeting:

Chat	The Chat section can be shown or hidden by clicking on the arrow. Chat allows meeting participants to send text messages to one another while logged into the shared meeting. See Chat for more information.
Participant Name	The name of the participant as entered in the My Name text box in the Join Meeting dialog box. See Join a Meeting for more information.
Interactive/View Only	Write permission is displayed by an icon. When the participant has permission to annotate the meeting, a pen icon is displayed. When the participant does not have permission to annotate the meeting, the pen icon is displayed with a line through it.
Connected At	Displays the time the participant connected to the meeting.
IP Address	Displays the participant's IP Address.
Notes	Displays any notes entered into the Notes field in either the Share Meeting or Join Meeting dialog box. See Join a Meeting for more information.

You can find additional participant information by selecting a participant name and either pressing Button A on the Interactive Stylus or right-clicking the name with your mouse and choosing **Participant Information** from the displayed menu.

Meeting Host Tools

The following tools are available only to the meeting host (the person who set up the shared meeting).

Set View Only/Interactive	 The meeting host can set a participant status to View Only or Interactive. An Interactive participant is able to annotate the Page. A view only participant is only able to view the page, but not able to annotate. To set a participant status to View Only or Interactive, select the participant in the Participants window, and then select the Set View Only / Interactive button. You can select multiple participants by holding down the Ctrl button on your keyboard and clicking participant names. The Set View option is also available when you select a participant name and either press Button A on the Interactive Stylus or right-click the name with your mouse then choose the Allow Annotations option.
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Dismiss Participant(s)		Dismiss Participant allows the meeting host to disconnect a participant from the meeting. To dismiss a participant from the meeting, select the participant in the Participants window, and then select the Dismiss Participant button. The Dismiss Participant option is also available when you select a participant name and either press Button A on the Interactive Stylus or right-click the name with your mouse then choose the Dismiss Participant option.
Synchronize Participants		If the meeting host has selected Synchronize Participants remote participants are only able to view the Page that the host is viewing. However, remote participants are still able to annotate the Page. Synchronize is on by default.

Chat

The **Chat** window allows participants in a shared meeting to send text messages to one another in the course of the meeting.

Messages can be sent to anyone listed in the Participants List, by typing a text message into the **New Message** text box, and then clicking one of the buttons listed next to **Send To**.

The following controls are contained in the **Chat** window:

Control	Description
New Message	Creates a new text message. Type the new outgoing text message into the New Message text box, and then select All or Selected Participants to send the message.
Show Addressee	Lists the name(s) of email recipients. If Show Addressee has been checked, once a text message has been sent, the participant(s) that the message was sent to are listed next to the message. Note: For incoming messages, the sender's name is always listed next to the message.
Show Time	Lists the time of email messages. If Show Time has been checked, once a text message has been sent, the time the message was sent to is listed next to the message.
Color Coded	If Color Coded has been checked, then incoming/outgoing text messages are color coded in the Chat window. The color codes are defined as: • Black - Incoming text message. • Blue - Outgoing text message. • Red - Priority text message. Incoming and outgoing.
Priority Message	Color codes a high-priority message. If Priority Message has been checked, the outgoing/incoming message is displayed in red. Note: If Color Coded is not checked, the message is displayed in black.
All	Sends the text message in the New Message text box to all connected participants. This button is disabled until a text message has been typed into the New Message text box.
Selected Participants	Sends the text message in the New Message text box to all selected participants in the Participants List. Multiple participants can be selected/deselected by holding down the Shift or Control button. This button is disabled until a text message has been typed into the New Message text box.
Clear	Clears all previously sent/received test messages from the Chat window. However, does not clear any text in the New Message text box.

To show/hide the **Chat** window, click the green arrow located next to the Chat title.

Adding a Meeting Server

When you share or join a meeting, you must choose a **meeting server**. You can enter the server information each time, or you can create a list of frequently used servers and select from this list whenever you share or join a meeting.

To add a meeting server to your list:

1. Choose **Share Meeting** or **Join Meeting** from the Meetings Menu or from the Scrapbook Toolbar.
2. In the **Share Meeting** or **Join Meeting** dialog under Server/Server Information, select the server button alongside the server pull-down list to open the Meeting Servers dialog.
3. Select the **Add** button.
4. Type the server name, the DNS name or IP address of the server you want to add to your list, and the port number.

Note: It is also possible to automatically search your local intranet for eBeam servers by selecting the **Search** button.

Note: The default port number is 80.

5. Select **OK**.

The new server is added to the meeting servers list.

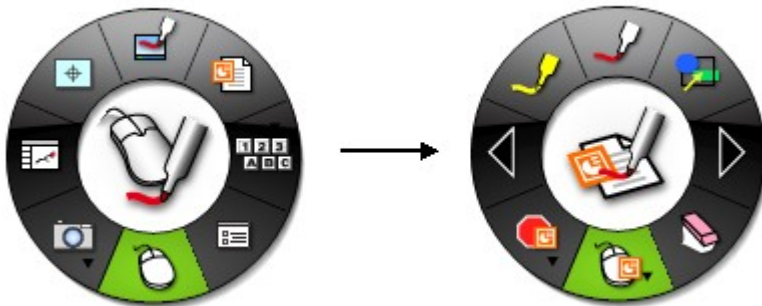
PowerPoint Presentations

Starting/Ending a PowerPoint Slideshow

The integrated **PowerPoint Slideshow** features allow the user to view, navigate, and annotate a PowerPoint slide show, and to then save those annotations back into the original PowerPoint presentation.

Starting a PowerPoint Slideshow

1. Select the **Start PowerPoint Presentation** button from the Desktop Tools palette.
2. In the **Open** dialog that appears, navigate to and select a (*.ppt) file.
 - o The PowerPoint file opens in slide show mode, and
 - o **Desktop Tools** changes to **PowerPoint Tools**.



3. Begin navigating and annotating your PowerPoint slide show.

Ending a PowerPoint Slideshow

A PowerPoint slide show will automatically quit to the main PowerPoint application after the last slide in the presentation. You can also end the PowerPoint slide show by selecting the **End PowerPoint Presentation** tool from the **PowerPoint Tools** palette.

For more information, see:

- PowerPoint Tools
- Navigating a PowerPoint Slideshow
- Annotating a PowerPoint Slideshow
- Saving Annotations to a PowerPoint File

PowerPoint Tools

Summary of PowerPoint Tools

PowerPoint Tools appear when a PowerPoint slide show has been started. The **PowerPoint Tools** palette give you all of the tools you will need to annotate slides and navigate in the slide show.

See Interactive Tools Preferences for information on moving, showing, hiding, and changing the appearance of the Interactive Tools.

Note: Many advanced features of the software are available only when an interactive receiver or security key is detected by the software. See Interactive Tools Not Found for more information.

PowerPoint Tools

To learn more about a tool, select the tool below:



Pen Tool - PowerPoint



The **Pen Tool** allows you to annotate the displayed PowerPoint slide freehand.

When the **Pen Tool** is selected, the Pen Tool button becomes highlighted and the center of the **PowerPoint Tools** palette changes to show the current color and line width.

Change Color	• Select the color in the center of the PowerPoint Tools palette. The outer ring of the menu changes to display all other color options. • Select a color on the outer ring. Once a color has been selected, the center of the PowerPoint Tools palette changes to display the selected color. This color will remain selected until you select a new color. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring. The standard set of colors can be restored by selecting the Restore Default Colors button from the Options dialog.
Change Line Width	• Select the line width in the center of the PowerPoint Tools palette. The outer ring of the menu changes to display the four line width options available. • Select a line width on the outer ring. Once a line width has been selected, the center of the PowerPoint Tools palette changes to display the selected line width. This line width will remain selected until you select a new line width.

Shapes Tool - PowerPoint



The **Shapes Tool** allows you draw shapes on the displayed PowerPoint slide.

When the **Shapes Tool** is selected, the Shapes Tool button becomes highlighted and the center of the **PowerPoint Tool** palette changes to show the current color and line width.

Change Shape	● Select the shape in the center of the PowerPoint Tools palette. The outer ring of the menu changes to display all other shape options. ● Select a shape on the outer ring. Once a shape has been selected, the center of the PowerPoint Tools palette changes to display the selected shape. This shape will remain selected until you select a new shape.
Change Color	● Select the color in the center of the PowerPoint Tools palette. The outer ring of the menu changes to display all other color options. ● Select a color on the outer ring. Once a color has been selected, the center of the PowerPoint Tools palette changes to display the selected color. This color will remain selected until you select a new color. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring. The standard set of colors can be restored by selecting the Restore Default Colors button from the Options dialog.
Change Line Width	● Select the line width in the center of the PowerPoint Tools palette. The outer ring of the menu changes to display the four line width options available. ● Select a line width on the outer ring. Once a line width has been selected, the center of the PowerPoint Tools palette changes to display the selected line width. This line width will remain selected until you select a new line width.

Slide Forward - PowerPoint



The **Slide Forward Tool** allows you to advance the PowerPoint slide show forward by one slide.

If you have annotated the current page, selecting the **Slide Forward Tool** will require you to decide whether you would like to save your annotations as objects in the PowerPoint file.

In the **Options** dialog, under the Annotations tab, you can set your preference to:

- **Always add objects to PowerPoint file, or**
- **Always discard annotations, or**
- **Ask me each time.**

See Slideshow Options for more information.

Eraser Tool - PowerPoint



The **Eraser Tool** allows you to erase (from the displayed slide) annotation marks made using the tools from the PowerPoint Tool palette.

When the **Eraser Tool** is selected, the Eraser Tool button becomes highlighted and the center of the **PowerPoint Tools** palette changes to show the eraser icon.

The Eraser Tool erases one annotation at a time. If a line was drawn, selecting that line with the Eraser Tool causes the entire line to be erased.

Mouse Tool - PowerPoint

The **PowerPoint Mouse Tool** and **Voting Tool** are grouped into a single sub-menu on the **PowerPoint Tools** palette.



See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
PowerPoint Mouse Tool		The PowerPoint Mouse Tool switches you from annotating a PowerPoint slideshow into navigating a PowerPoint slideshow. The Mouse Tool remains selected until you select a different tool from the PowerPoint Tools palette.
Voting Tool (Integrated Voting System)		The Voting Tool opens the Voting response system tool palette with voting specific options. As of this version of software, TurningPoint 2008 software is required for this feature to work properly. See the Voting Tool topic.

Voting Tool



Use the **Voting Tool** on the **PowerPoint Tool** palette with the **eBeam Respond RF** voting system to allow participants to respond to electronic testing, formative assessments, surveys, opinion polls, games, and questions posed by the presenter. The data collected from these keypads is immediately transmitted to the presentation, giving the presenter a better understanding of comprehension.

Before using the Voting Tool on the PowerPoint Tool palette, make sure that the eBeam Respond product is set up completely. Carefully follow the instructions from the eBeam Respond Quick Start Guide instructions that came with your product.

The eBeam Respond voting response system is powered by TurningPoint® 2008 software. For detailed instructions on how to set up eBeam Respond (voting system) enabled PowerPoint files and similar topics, go to your Start menu > Turning Technologies, LLC > TurningPoint 2008 and refer to the user guides provided for Office 2003 and 2007.

See the following topics:

- Voting Tool controls
- How to run a voting session with eBeam Respond

Voting Tool controls

The Voting Tool is available from the PowerPoint Tools palette.

If the TurningPoint 2008 software and the eBeam Respond receiver are properly installed then the Voting Tool will automatically be the selected tool when you start a PowerPoint slideshow.



The Voting Tool controls are described in the following table.

Tool	Control	Description
Voting Response Window		The Voting Response window contains 2 pieces of information: Number of responses and feedback. • Number of responses (shown as a 5 in the image to the left) shows the number of responses you have received to the current question from your audience. If this number is shown in green, voting is still open for this question. If this number is shown in red (see image to left), then voting is closed. • Feedback shows the number of your audience members who pressed the ? on their response card to indicate that they have feedback about the current question.

Repoll Question		Select Repoll Question to clear the previous responses and get ready to accept new responses from the audience for the currently displayed question. Both the original responses and the new responses are stored in the TurningPoint 2008 session file. If the slideshow had previous voting session data saved, it might open showing voting closed. To begin voting again, select the Repoll Question button.
Insert Slide		Insert Slide allows you to insert a slide into a presentation that is currently open for voting. Opens a drop-down menu allowing you to select the slide type to be inserted into the presentation. You are able to gather voting results on the inserted slide immediately.
Toggle Results		The Toggle Results button changes the values displayed on each results chart. The values can be represented as either numbers or percents. This button only works when a results chart is shown.
Show/Hide Showbar		The Show / Hide Showbar button opens and closes the TurningPoint 2008 Showbar. The Showbar contains the options available to the Voting Tool and also additional TurningPoint 2008 options. Refer to TurningPoint 2008 help for more information on the Showbar.
Display Participant Monitor		The Display Participant Monitor button opens the Participant Monitor. Refer to TurningPoint 2008 help for more information on the participant monitor.
Show the Original Chart		The Show the Original Chart button can be used after using the Toggle Results or Data Slicing buttons to return the chart to its appearance when it was first created.
Open TurningPoint 2008 Help		Opens the TurningPoint 2008 help file.
Data Slicing		The Data Slicing button shows the responses on the chart for the portion of the audience who chose a certain response on another question. Refer to TurningPoint 2008 help for more information on data slicing.

How to run a voting session with eBeam Respond

If the TurningPoint 2008 software is properly installed then the Voting Tool will automatically be the selected tool when you start a PowerPoint slideshow.



1. Start a PowerPoint slideshow that contains voting content.

For information on how to create a PowerPoint slideshow with voting content, go to your Start menu > Turning Technologies, LLC > TurningPoint 2008 and refer to the user guides provided for Office 2003 and 2007. See the topics on Creating and Saving Slides.

It is also possible to create generic content in a slideshow that contains no voting content by using the Insert Slide button.

2. Check the Voting Response Window to make sure the voting session is open.

Voting Tool Status	Control	Description
Voting Open		If the PowerPoint slideshow has been prepared with voting content, then the voting system will open ready to accept votes. The number in the Voting Response Window is shown as 0 in green. If the slideshow had previous voting session data saved, it might open showing voting closed. To begin voting again, select the Repoll Question button.
Voting Closed		If the PowerPoint slideshow has not been prepared with voting content, then the number in the Voting Response Window is shown as 0 in red. If you know the slideshow does contain voting content: • If the slideshow had previous voting session data saved, it might open showing voting closed. To begin voting again, select the Repoll Question button. • If you are unable to get responses from the response cards after selecting the Repoll Question button, go to your Start menu > Turning Technologies, LLC > TurningPoint 2008 and refer to the user guides provided for Office 2003 and 2007. Refer to the section "Install Infrared Response Device Receiver". This section can help you see if the response card is communicating with the receiver connected to your PC.

3. Collect votes.

Wait for your audience members to respond using their response cards. You can see how many responses you have at any time by referring to the number of responses shown in the Voting Response Window.

4. View results.

Select the Slide Forward button on the PowerPoint Tools palette. This shows the results of the vote for the current question.

5. Move on to the next slide.

For each slide in the PowerPoint slideshow, repeat steps 3-5.

6. When you reach the end of the slideshow, click the Slide Forward button once more to exit the slideshow.

7. Save your PowerPoint slideshow.

When you close the PowerPoint file, you will be first prompted to save any changes in the file itself. Select Yes or No.

8. Save your voting session data.

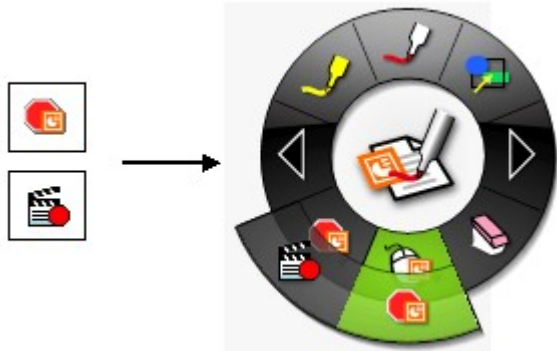
You will be prompted with the following dialog box: "The current session contains question data. Would you like to save this session?".

- Select Yes to save the data so it can later be opened in TurningPoint 2008 to generate reports or use other TurningPoint 2008 functions.

- ☐ Select No to throw away the data.

Exit PowerPoint Presentation and Recorder Tools

The **Exit PowerPoint Presentation Tool** and **Recorder Tool** are grouped into a single sub-menu on the **PowerPoint Tools** palette.



See Navigating with the Interactive Tools to learn more about sub-menus.

Tool	Button	Description
Exit Powerpoint Presentation Tool		The Exit PowerPoint Presentation Tool causes the PowerPoint slideshow to quit to the PowerPoint application and for the PowerPoint Tools palette to change to the Desktop Tools palette. Note: If you have chosen to save annotations into the PowerPoint file as objects, you must also select the Save button in the PowerPoint application to permanently save the annotations into the file. See Save Annotations to the PowerPoint File for more information.
Recorder Tool		See Recorder for information about how Recorder works.

Slide Back - PowerPoint



The **Slide Back Tool** allows you to move the PowerPoint slideshow back by one slide.

If you have annotated the current page, the **Slide Back** Tool will ask you to decide whether you would like to save your annotations as objects in the PowerPoint file.

In the **Options** dialog, under the Annotations tab, you can set your preference to:

- **Always add objects to PowerPoint file, or**
- **Always discard annotations, or**
- **Ask me each time.**

See Slideshow Options for more information.

Highlighter Tool - PowerPoint



The **Highlighter Tool** allows you annotate the displayed slide freehand.

Note: Some highlighter colors may not be visible on some backgrounds.

When the **Highlighter Tool** is selected, the Highlighter Tool button becomes highlighted and the center of the **PowerPoint Tools** palette changes to show the current color and line width.

Change Color	• Select the color in the center of the PowerPoint Tools palette. The outer ring of the menu changes to display the eight color options available. • Select a color on the outer ring. Once a color has been selected, the center of the PowerPoint Tools palette changes to display the selected color. This color will remain selected until you select a new color. A custom color can be selected by double-clicking a color on the palette ring. A color selection dialog box will open. Select the color and select OK. The custom color will be shown on the palette ring. The standard set of colors can be restored by selecting the Restore Default Colors button from the Options dialog.
Change Line Width	• Select the line width in the center of the PowerPoint Tools palette. The outer ring of the menu changes to display the four line width options available. • Select a line width on the outer ring. Once a line width has been selected, the center of the PowerPoint Tools palette changes to display the selected line width. This line width will remain selected until you select a new line width.

Note: Translucent colors (as seen on screen during annotation) will appear different when saved into the original PowerPoint file.

Navigating a PowerPoint Slideshow

You can **navigate a PowerPoint slideshow** using the PowerPoint Tools.

After starting a PowerPoint slideshow, you can use the following tools to navigate within the slideshow:

- **Slide Forward Tool:** Allows you to advance the PowerPoint slideshow forward by one slide while annotating the slideshow. See Slideshow Options for more information.
- **Slide Back Tool:** Allows you to move the PowerPoint slideshow back by one slide while annotating the slideshow. See Slideshow Options for more information.
- **Mouse Tool:** Quits PowerPoint annotation mode and allows you to use the PowerPoint Tools or advance a slide by tapping the screen using the Interactive Stylus.
- **Exit PowerPoint Presentation Tool:** Causes the PowerPoint slideshow to quit to the PowerPoint application and for the **PowerPoint Tools** palette to change to the **Desktop Tools** palette. Use this tool when you would like to stop the slideshow before you have reached the final slide.

To annotate a slide, select the Pen Tool, the Shapes Tool, or the Eraser Tool.

Annotating a PowerPoint slideshow

You can **annotate a PowerPoint slideshow** using the PowerPoint Tools.

After starting a PowerPoint slideshow, you can use the following tools to annotate within the slideshow:

- **Pen Tool:** Allows you to annotate the displayed PowerPoint slide freehand in one of eight solid colors.
- **Shapes Tool:** Allows you to draw shapes on the displayed PowerPoint slide in one of eight solid colors.
- **Eraser Tool:** Allows you to erase (from the displayed slide) annotation marks made using the tools from the **PowerPoint Tools** palette.
- **Slide Forward/Slide Back:** Allows you to advance the PowerPoint slideshow forward by one slide or move the slideshow back one slide while annotating the slideshow. See Slideshow Options for more information.

Once you have begun annotating the desktop, you must select the Mouse Tool to switch you back into navigating the slideshow presentation.

Note: PowerPoint animations and transitions may not work as expected when annotating a PowerPoint slideshow.

Saving Annotations to the PowerPoint File

You can **save your annotations** over the PowerPoint slideshow to the original PowerPoint file as objects.

Saving annotations to a PowerPoint Slideshow

1. Start a PowerPoint slideshow and annotate the slideshow.
2. As you navigate through the PowerPoint slideshow, you will be asked whether or not to keep your annotations depending on how you have set the slideshow options that can be found under the Annotations tab in the Options dialog, accessed through:

- the Options button on the **Desktop Tools** palette, or
- the Windows Taskbar Menu.

Note: If you select **Always discard annotations** from the Annotations tab in the **Options** dialog, annotations are discarded every time you change slides, and it is not possible to save your annotations to the original PowerPoint file.

3. When you reach the end of your PowerPoint slideshow, or select the **Exit PowerPoint Presentation** tool from the **PowerPoint Tools** palette, the PowerPoint slideshow exits to the PowerPoint application.

Note: At this point, your annotations have not been saved to the PowerPoint file. If you close the PowerPoint application without saving, the annotations will be lost.

4. Save the PowerPoint file.

Your annotations are now saved directly into the PowerPoint file and can be viewed or manipulated as objects in the PowerPoint file.

Slideshow options

PowerPoint Slideshow Options can be found under the Annotations tab in the **Options** dialog, which you can access by selecting one of the following:

- The **Options** button on the **Desktop Tools** palette, or
- The Windows Taskbar menu.

PowerPoint slideshow preferences allow you to specify how saving your annotations in a PowerPoint slideshow will be handled.

When navigating an annotated PowerPoint presentation, you have the following options:

- **Always add objects to PowerPoint file:** Select this option to always keep annotations each time you change a slide in PowerPoint slideshow mode.
- **Always discard annotations:** Select this option to automatically discard annotations each time you change a slide in PowerPoint slideshow mode.
- **Ask me each time:** This is the default option. Select this option to be asked whether or not to keep annotations each time you change a slide in PowerPoint slideshow mode.

Troubleshooting

Interactive Hardware Detection

Problem	Resolution
The Detect Interactive Receiver dialog box appears repeatedly.	• See Hardware Not Detected. • Check that all cables are connected as shown in the setup instructions. • Check for the power LED (green on serial and USB systems, blue on the Bluetooth Wireless system). • Disconnect the cables, reconnect the cables and select Retry from the Detect Interactive Receiver dialog box. • Some third party device services will interfere with the USB port connection. Try the following: ○ Shut down the software, unplug all cables. Plug the USB cable back in and wait for 30 seconds before restarting the software. In many cases, the software will now be able to detect the hardware. ○ Locate the device service that is interfering with the connection and shut it down. You can see a list of device services in Windows Task Manager. Note: Many services in Windows Task Manager are important for PC operation. Check with your IT department before shutting down a service. Bluetooth Wireless specific • Make sure that the COM port specified in the System Preferences is the same as the Bluetooth COM Port chosen by your Bluetooth Management software. • Check your Bluetooth Management software and ensure that you are connected to the hardware. If not, try to connect to it again in the Bluetooth Management software. • Disconnect the USB cable from the receiver, reconnect after a few seconds and then select Retry from the Detect Interactive Receiver dialog box.
Automatic detection doesn't work after selecting Cancel from the Detect Interactive Receiver dialog.	Once you have selected Cancel from the Detect Interactive Receiver dialog, the device driver will not try to automatically connect to the receiver again until you have either: • selected Detect Device from the System Preferences dialog box, or • shut down and relaunched your interactive software.

Data Capture

Problem	Resolution
The software isn't showing what I've drawn or selected using the Interactive Stylus at all.	- Is your software connected to the hardware? Check the Interact icon located on the Windows taskbar. Is the software is disconnected, this icon will be grayed out. - Is you Interactive Stylus working properly? Do you hear a low buzzing sound when you draw? Does it buzz the entire time you are drawing? Try replacing the battery. - Make sure you are not holding the Interactive Stylus too close to the tip. This can block the signal.
There are skips in the lines that I've drawn on the whiteboard; or There are dead spots on the whiteboard.	Sometimes signals from motion sensors or fluorescent lighting can interfere with the signal traveling from the Interactive Stylus to the receiver. This can make it appear that the pen is skipping or that there are areas of the capture area that the system can not capture. Additionally, if the Interactive Stylus is not in good working order or if you block the transmitters on the pen with your fingers, you may see similar symptoms. Try the following. - Is you Interactive Stylus working properly? Do you hear a low buzzing sound when you draw? Does it buzz the entire time you are drawing? Try replacing the battery. - Make sure you are not holding the interactive Marker Pen too close to the tip. This can block the signal. - In cases where you are using both the projection and whiteboard systems together, is the interactive Eraser sitting near the receiver? In some rare cases, because the Eraser rests on the Eraser pad, the Eraser may activate while not being used. Is the Eraser buzzing softly? If so, lay it on its side and try to draw again. - Make sure that all parts of the receiver are connected to the receiver. If the receiver has somehow been dropped or broken and any part has detached, the way the signal is captured would be affected. If you cannot reattach a part that has come lose, contact Technical Support. - Does the pen maintain a good line-of-sight with the receiver at all times? Is anything obstructing the signal? Move any obstructions out of the way and try to draw again. - Do you have any lights shining directly into the receiver (including sunlight)? If so, block the light and try to draw again. - Do you have automatic lighting or motion sensors? Temporarily disable the lighting sensor (often by just manually turning off the lights), or disabling the motion sensor (by temporarily placing a cover over the motion sensor), and try to draw again? If the system works after you have disabled the lighting or motion sensor, contact Technical Support for additional help.

Scrapbook

Problem	Resolution
After duplicating a Page containing background images or Scrapbook elements multiple times, duplicated Pages start to appear blank.	The computer running the software has a limited amount of physical memory. Every time a Page is duplicated more physical memory is required for the background images and Scrapbook elements on the duplicated page. When the software detects that a specific amount of memory has been used, it stops duplicating images and elements to conserve memory. If you run into this problem, try using smaller image files to conserve the amount of memory being used.
Scrapbook Tools palette changes to the Desktop Tools palette unexpectedly.	The Scrapbook Tools palette is available only when the Scrapbook window is the active selected window. Any time you click anywhere outside of the Scrapbook window, the tool palette will change to the Desktop Tools palette. To get the Scrapbook Tools palette back, simply click on the Scrapbook window.
Running Recorder makes my PC run very slow.	When running Recorder, the two most important PC resources are your PC's processor and the amount of available RAM. When using Recorder it is recommended that you are using a Windows PC with at least a Pentium IV processor, 1.4Ghz, with 512MB RAM. It is possible to run Recorder on a PC that does not meet these requirements but you may experience degraded performance. If you are experiencing slow performance when running Recorder, try the following • Shut down unnecessary background processes and applications while running Recorder. • Reduce the frame rate, found in Recorder Options. The frame rate determines how many snapshots per second are taken of your screen. A higher frame rate will cause your movie to be smoother during playback. However, a higher frame rate requires more memory on your PC and for your processor to work harder. Setting the Frame Rate to a lower rate can help when your PC performance is slow. <u>Recommended Frame Rate for Available Memory:</u> ○ 100 MB Available Memory - Set the Frame Rate to 5 frames/second ○ 250 MB Available Memory - Set the Frame Rate to 10 frames/second ○ 500 MB or More Available Memory - Set the Frame Rate to 15 frames/second You can determine the amount of available memory by opening Windows Task Manager, looking at the Physical Memory (K) section, and looking at the Available memory. Divide the Available memory by 1000 to get the number of free MB. <u>Recommended Frame Rate for Your Processor:</u> ○ Pentium IV or Similar Performance - Set the Frame Rate to 5 frames/second ○ Performance less than Pentium IV - In many cases a Frame Rate of 3 frames/second will be sufficient for good performance. However, in severe cases it is necessary to set the Frame Rate to 1 frame/second. • Recording simple Windows applications requires less capture processing power than recording highly graphics intensive material. Turning off the windows graphical effects by disabling Windows hardware acceleration can help Recorder run more smoothly. Check the Turn off hardware acceleration checkbox, found in Recorder Options. (This will cause your monitor to go black momentarily at the beginning and ending of a recording. This is expected behavior). • Record a smaller area. You can select the record area on the Start Recording button of the Recorder Control Palette. Selecting a smaller area requires less memory from your PC. • Try setting your monitor resolution setting to a lower setting, for example from 1280 x 1024 to 1024 x 768. The lower the resolution setting, the less detail the system is trying to capture every second.
I don't want the Recorder menu captured into my videos when I use Recorder.	When recording using the Recorder feature, the default mode is to capture everything on your desktop into the video. The Hide Recorder Wheel button allows you to keep the Recorder menu from being recorded in your video. Select the Hide Recorder Wheel button to hide the menu. To reopen the menu, select the Recorder tool from the Interactive Tools

	palette. See Recorder Controls.
Searching in Flickr takes longer than I expect.	If your computer is heavily loaded with a lot of applications running, you may experience a slight delay of one or two seconds after initiating a search using Flickr before you can write with the stylus. Try closing as many applications as you can to ease the load on your computer.
When I click and drag a picture from the Flickr preview pane onto the Scrapbook page, there is a slight delay.	If your computer is heavily loaded with a lot of applications running, you may experience a slight delay of one or two seconds when clicking and dragging a picture from the Flickr preview pane. Try closing as many applications as you can to ease the load on your computer.
I cannot import a PDF or CAD file.	See: ● Exporting Documents into Scrapbook ● <i>Print documents to Scrapbook as objects</i> in Scrapbook Options

Shared Meetings

Problem	Resolution
After selecting Share Meeting, you see the message "To share a meeting, your interactive hardware must be connected and detected".	To serve as a meeting host for a shared meeting, your computer must be attached to the interactive hardware or security key. See Hosting/Sharing a Meeting.
Unable to Share or Join a meeting over the eBeam meeting server.	- If you are attempting to share a meeting, make sure that you have the interactive hardware or security key connected. - If your network/internet connection is behind a firewall or proxy server, you must set up the proxy server. See Proxy Server Setup.
Using a cable modem or dsl and unable to Share or Join a meeting over the eBeam meeting server.	- If you are attempting to share a meeting, make sure that you have the interactive hardware or security key connected. - If your network/internet connection is behind a firewall or proxy server, you must set up the proxy server. See Proxy Server Setup. Even if you think you aren't behind a proxy server/firewall, you might be. Your ISP might have a firewall set up, causing this problem. If you suspect that is the case, try the following: - Add a new server (see Adding a Meeting Server) with a DNS: meetings.e-beam.com, and port: 443.
Unable to see shared meeting names in the Join Meeting dialog box.	- When the meeting host shares the meeting through the Share Meeting dialog box (see Hosting/Sharing a Meeting), they can select whether or not to publish the meeting name. If the meeting name is published, then it will show up in the Join Meeting dialog box. If the meeting name is not published, then other meeting participants must manually type the meeting name into the meeting name text box. - To publish the meeting name, make sure that the Publish meeting name checkbox in the Share Meeting dialog box is checked. - Does your intranet have a proxy server/firewall? Most intranets do. If you have not done so, enable your proxy server. See Proxy Server Setup.
How do I set up the proxy server?	See Proxy Server Setup.
Participant is unable to see Scrapbook elements in the Scrapbook Page during a shared meeting, or Participant unable to see Scrapbook elements moved, resized, or rotated in the Scrapbook Page during a shared meeting.	Versions 1.2 and later of this software are not fully compatible with previous versions. During a shared meeting, participants running previous versions will not be able to see imported image files and will not be able to see when annotation or image elements are moved, rotated, resized, etc. Versions that this software is not fully compatible with include: - eBeam Software 1.0 - 2.x.x - eBeam Interactive 1.0 - 1.1 - eBeam Interact 1.1.1 - Any OEM branded version of the above described software. Selecting Deny access to remote participants with mismatched software versions from the Share Meeting dialog will only allow participants using the same software version or later to join your meeting. See Hosting/Sharing a Meeting.
I'm the host in a meeting but when I change	Synchronize the participants by either:

Pages the Participant Pages are not changing automatically.	● checking Synchronize Participants Immediately in the Share Meeting dialog box, or ● selecting the participant name and choosing the Synchronize button from the Participants dialog.
I'm sharing a Flash element, but it's not playing on the remote participants.	The Flash files/movies can be extremely large. Due to the size of the Flash elements, they are not shared to participants during a shared meeting. A flash container will appear in the participant Page, but video will not run.

Interactive Tools Not Found

Many advanced features of the interactive software are available only when an interactive receiver or security key is detected by the software.

An interactive receiver includes any eBeam technology-based receivers. These receivers may or may not look like the receivers described in Setup. Please refer to the setup instructions that came with your system for manufacturing information on your system hardware. A security key may be a hardware-based USB dongle or may be a software-based security key that came packaged with the software.

The following table describes, in general, the features that are and are not available when an interactive receiver or security key is not detected/connected. This table does not give a full listing of features.

Available Features when not connected	• Many Scrapbook features • Scrapbook's standard annotation toolbar instead of the Scrapbook Tools palette • Spotlight • Help When not connected to the interactive receiver or security key, the software is primarily available for use as a meeting viewer (though it is not possible to share a meeting), and for preparing presentations.
Features Not Available when not connected	• The Desktop Tools • Desktop Annotation • PowerPoint slideshow features • Sharing a Meeting

Interactive Tools Palette

I have handwriting recognition software installed, but the Handwriting Recognition Tool does not work.

Interact software specifically works with ritePen® version 2.5 or later or MyScript® Stylus version 2.6 or later.

To update to latest version, visit www.visionobjects.com for MyScript, and www.evernote.com for ritePen.

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